WEBSITE MARKETING OPPORTUNITIES

Hyperlink Exchange

- This is **FREE!**
- In exchange for adding our website address (www.sportshows.com) to your website, we will create a hyperlink between your company name as it appears on our on-line exhibitor roster and your website.
- Links will be added around the end of November and will be updated in mid-December.
- **Exchanging website information will drive more traffic to your website.**
- Simply email your website address to amanda@sportshows.com or mail/fax this page back to our office with your information.

Sign Me Up For:
Hyperlink exchange at **NO CHARGE**
Your URL (website address) is_____

Featured Exhibitor Web Site Link

- The cost is $50.
- Your logo, with a link will appear on the exhibitor home page of the show in which you are exhibiting. Your logo will appear under the Featured Exhibitors.

Your URL (website address) is_____

Special Offer Coupon

- The cost for this is $50.
- Give customers an incentive to search specifically for your booth at the show.
- Offer a discount or special promotion available only at the show.
- This coupon will be on our website and can easily be downloaded and printed.
- The consumer can print out your coupon, take it with them to the show and go to your booth to redeem it.

Description of your special offer coupon should be 25 words or less.

_____
_____
_____

Example: **Visit us at Booth #110 and get $5.00 off any purchase over $50.00. Only one coupon allowed per customer.**

SHOW: THE SALTWATER FISHING EXPO
SOMERSET, NJ – MARCH 20-22, 2015

Total Enclosed $_____
Your Name:_____
Company Name:_____
Street Address:_____
City, State & Zip:_____
Telephone #:_____

Make checks payable and mail to:
ASA/Eastern Fishing & Outdoor Exposition, LLC.
750 Central Ave, Suite R
Dover, NH 03820

Questions? Call Amanda Noyes at 603-431-4315 or email amanda@sportshows.com

Note: We recommend that all orders be placed by March 9, 2015

EXHIBITOR SERVICE & INFORMATION KIT

The Saltwater Fishing Expo

Garden State Exhibit Center
50 Atrium Drive
Somerset, NJ 08873
March 20-22, 2015

Dear Exhibitor:

We are pleased to welcome you as an exhibitor at the 10th Annual Saltwater Fishing Expo.

This Exhibitor Service & Information Kit should provide all the necessary information to make your participation in our show as trouble-free and successful as possible. Order forms for all services are included at the back of this manual.

Please note that exhibitors are not required to contract for any service(s). You may provide your own freight, furniture, etc. and you may move-in/move-out without drayage service, if you choose to do so. However, if you require electrical service, telephone service, wish to have your booth cleaned or need to rent furniture, drape, carpet or audio-visual equipment, etc., you must order these services through the official show contractors listed in this manual.

Many suppliers offer a discount on orders placed prior to the show. To avoid paying unnecessary late charges or higher prices, please check the various order forms for important deadline dates.

Following this page is a Table of Contents and a Quick Reference Guide. A quick review of these pages will make your visit to the Saltwater Fishing Expo as easy as possible.

We are committed to making your attendance in our show a success! If you have any questions after reviewing this manual, please give us a call. We're always available to help you, and are pleased that you'll be joining us in Somerset, New Jersey!

Sincerely,

Tod Alberto
Show Director
ASA/Eastern Fishing & Outdoor Exposition, LLC.
750 Central Avenue, Suite R
Dover, NH 03820
Telephone: (603) 431-4315 or (800) 227-2067 (US Only)
Fax: (603) 431-1971
E-Mail: info@sportshows.com
Website: http://www.sportshows.com

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QUICK REFERENCE GUIDE
KEY CONTACTS
2015 Saltwater Fishing Expo

FUNCTION	CONTACT	WHERE TO LOOK
SHOW MANAGEMENT ▪ Hotel Rates & Information ▪ Parking ▪ Sales Tax ▪ Shipping Information ▪ Show Rules & Regulations ▪ Order forms for: -Advance Sale Tickets -Exhibitor Badges	ASA/Eastern Fishing & Outdoor Exposition, LLC. 750 Central Avenue, Suite R Dover, NH 03820 Telephone: 603-431-4315 or 800-227-2067 (US Only) Fax: 603-431-1971 E-Mail: info@sportshows.com Website: www.sportshows.com Show Office Telephone: 603-315-5330 or 732-496-4000 ext. 108 **Tod Alberto** **Show Director** **Julia Bubar** **Assistant Show Director** **Amanda Noyes** **Operations Director**	Information White Forms Buff (at end of kit)
SHOW BUILDING ORDER FORMS FOR: ▪ Credit Card Processing ▪ Banner & Sign Hanging Service ▪ Broadband Internet/Wireless Service ▪ Cleaning ▪ Electrical Service ▪ Electrical Service Rules & Regulations ▪ Telephone Service ▪ Water & Drainage	Garden State Exhibit Center 50 Atrium Drive Somerset, NJ 08873 Telephone: 732-469-4000 Fax: 732-563-4500 Website: www.gsec.com Advance Order Deadline: March 10, 2015	Forms Blue (at end of kit)
METRO MULTIMEDIA ORDER FORM FOR: ▪ Audio-Visual Equipment Please note that prices indicated on the order form are single day rates.	Metro MultiMedia Contact: Maria Greco 115 Moonachie Avenue Moonachie, NJ 07074 Telephone: 201-340-2290 Fax: 201-340-2108 Website: www.metromultimedia.com E-mail: mariag@metro-expo.com	Forms Pink (at end of kit)
DECORATOR ▪ Letter of Introduction ▪ Exhibitor Quick Facts ▪ Payment Authorization Form ▪ Discount Exhibitor Booth Package ▪ Furniture & Accessories Form ▪ Carpet Rental Form ▪ Important Shipping Information ▪ Shipping Labels – Advance to Warehouse ▪ Shipping Labels – Direct to Show Site ▪ Freight Handling Order Form ▪ Freight Handling/Labeling Information ▪ Shipping Information ▪ Shipping 101 ▪ Bill of Lading ▪ Forklift Labor Loading/Unloading ▪ Set-Up & Dismantle Labor Order Form ▪ Special Signs ▪ Liabilities & Responsibility	General Exposition Services 205 Windsor Road Limerick Business Center Pottstown, PA 19464 Telephone: 610-495-8866 Fax: 610-495-8870 To download GES 2015 decorating and drayage order forms: ▪ Go to www.generalexposition.com ▪ Click on Online Services in the upper right hand corner ▪ Scroll to bottom of Login page, enter password NJSALTFISH ▪ View and Print forms option for fax or mail in orders ▪ View and Complete forms online for online ordering ▪ ADVANCE DEADLINE: MARCH 6, 2015	Forms Purple (at end of kit)

1. **ADVANCE SALE TICKETS**
   Refer to order form (buff section) at back of manual.

2. **ADVERTISING**
   Beginning in early January, please make plans to mention the Expo in your e-mail, newspaper, radio and television advertising. There is no better, easier way to drive customers to the show…and directly to your booth.

   Free Publicity: A reminder that confirmed exhibitors (who have paid a deposit) are encouraged to send us a brief description of the product(s) or service they'll be exhibiting at our 2015 show. Photos and YouTube videos are welcome. We will post your information on our blog/Facebook page. Please send to Amanda@sportshows.com. We get tens of thousands of blog readers and Facebook visitors beginning in early December, so it is important that you send us this information today! ***Please note that these postings will appear at the discretion of the sportshow's management team.

   Attract More Consumers to Your Booth – With all the advertising opportunities available to us today, the sportshow remains a staple. The sportshow still provides the most effective means of selling…face to face with your customer. Today, however, the internet provides many opportunities to help pre-sell your product or service to show attendees before the show opens. Much of this pre-selling can be done with what is referred to as "social media". If you're like many of us, you may not know where to begin. Here's a solution. Firefly Publicity works exclusively with companies in the outdoor arena. They understand what you do. Whether it be social media, press releases, website optimizing or public relations, they can help you with your marketing needs. Contact Kim Emery at kim@fireflypublicity.com. Kim's website is www.fireflypublicity.com

3. **AUDIO-VISUAL EQUIPMENT**
   Refer to the Metro MultiMedia order form (pink section) at back of manual.

   PLEASE NOTE: Show management is not responsible for the return of exhibitor's audio-visual equipment. This is the responsibility of the exhibitor who contracted for the rental equipment.

4. **BADGES**
   Exhibitor badges are issued by and remain the property of show management (ASA/Eastern Fishing & Outdoor Exposition, LLC.). Badges are provided only to those exhibitors who have a fully executed contract, have paid for their exhibit space in full and have met all the requirements of their exhibit space contract.

   Exhibitor badges are subject to revocation if and when any show regulation is violated (as outlined in the exhibit space contract or exhibitor manual). Exhibitors violating show regulations will be required to surrender their badge and all privileges will be revoked.

   Each exhibitor will be required to wear an exhibitor badge to gain admittance to the Garden State Exhibit Center during move-in, show hours and move-out. Only principals and employees of the exhibiting company will be issued badges.

   PLEASE NOTE…exhibitor badges will only be available at the Main Exhibitor Entrance.

   PLEASE REMEMBER:

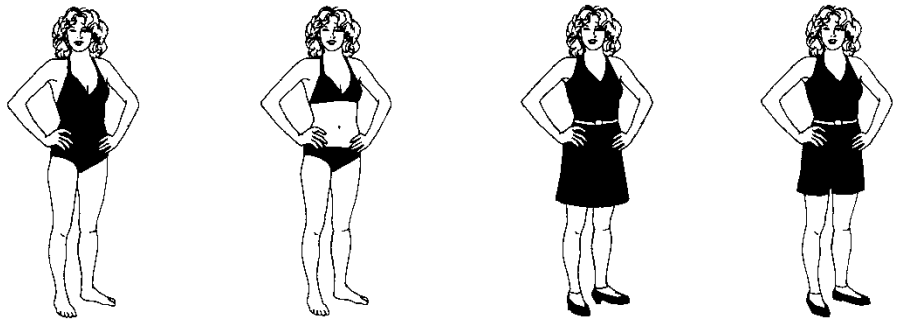
   1. Badges must show either the exhibitor's name or the name of the exhibiting company or club. Blank exhibitor badges are *not valid*.
   2. Husbands, wives, children, friends and clients are not eligible to use exhibitor badges to gain admission to the show. Advance sale tickets are available for their use and may be ordered by completing the order form at the back of this manual (buff section). Any violation of this regulation will mean automatic forfeiture of exhibit space.
   3. Each exhibiting company that has contracted for one booth (10 feet of frontage) is eligible to receive four exhibitor badges. There will be a $10.00 charge per badge for any additional or replacement badges. PLEASE ADVISE YOUR STAFF OF THIS POLICY REGARDING ADDITIONAL BADGES – THERE WILL BE NO EXCEPTIONS.
   4. You are responsible for your exhibitor badge as well as for your workers' badges. Please remember that if one person holds all the badges to be distributed and that person is on the show floor, the people whom the badges belong will have difficulty getting into the show.

   PLEASE REFER TO THE ORDER FORM AT THE BACK OF THIS MANUAL (buff section)

5. **DECORATOR – FURNITURE RENTAL, DISPLAY WORK**
   Refer to order forms (purple section) at back of this manual.

6. **DRESS CODE FOR EXHIBIT BOOTH PERSONNEL**

The Saltwater Fishing Expo is a family-oriented event. Therefore, show management has set standards which address the concerns, values and comfort of public attendees. To ensure a family atmosphere, dress codes have been established for all exhibit booth personnel as indicated below:



Not acceptable **Not acceptable** **Acceptable** **Acceptable**

7. **ELECTRICAL SERVICE**

Refer to order form (blue section) at back of manual. **Advance order deadline is March 10, 2015.**

8. **EXHIBIT REGULATIONS**

It is in violation of contract regulations to erect an exhibit in such manner as to obstruct the public's view of other exhibits or to interfere with the normal traffic flow in the aisles. Exhibits exceeding 3' in height must be confined to the rear of the booth, extending no more than 4' from the back wall. The overall height of an exhibit may not exceed 8'. Exhibitors may not display any sign, partition, or other display equipment, shelving, or other construction that extends more than 8' above the floor.

Portions of an exhibit which are longer or higher than 8' (such as surf rods, etc.) may be permitted, with show management approval, if they do not interfere with other exhibits.

The use of corrugated boxes, untreated cardboard boxes or wooden crates as fixtures to display and/or sell merchandise is prohibited.

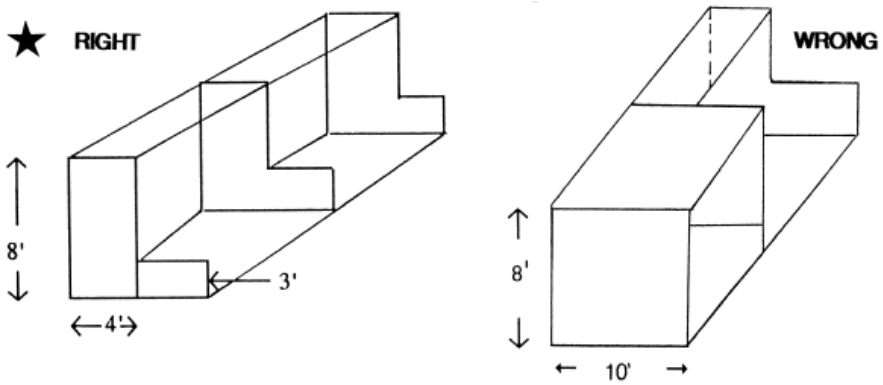
Hardback booths must have 9" clearance from rear booth boundary line and 18" from solid walls.

No signs may be placed outside the exhibitor's booth area, on tables, or in doorways, hallways or aisles.

Nails, tacks, tape, stickers and/or other such materials must not be used on columns, walls, flooring or other portions of the Garden State Exhibit Center.

The placement of signs, banners, placards, announcements and/or distribution of any periodicals is prohibited without the consent of show management.

In the event of a dispute regarding these regulations, the decision of show management will prevail.



9. **HOTELS AND ACCOMMODATIONS**

The following hotels are listed only as a convenience and **should not** be considered recommendations by show management. The prices listed do not include tax. When making a reservation be sure to confirm the price and identify yourself as an exhibitor so that you will receive the rates quoted. Please note that some hotels have deadline dates beyond which they will not hold the quoted rates.

9. **HOTELS AND ACCOMMODATIONS (CONTINUED)**

You may also wish to check some of the many websites that offer hotel accommodations at reduced rates. Listings are available at either www.google.com or www.yahoo.com (search for hotel reservation web sites).

Hotel	Single	Double	Location of Hotel/Distance from GSEC
(Headquarters Hotel) **Double Tree by Hilton** 200 Atrium Drive Somerset, NJ 08873 Telephone: 732-469-2600 Fax: 732-509-4534 **Deadline date: February 18, 2015** **Note:** No pets allowed	$112	$112	There is a covered walkway between this hotel and the Garden State Exhibit Center. Refer to Exhibit Center Site Plan (at back of manual) for location.
Courtyard by Marriott 250 Davidson Avenue Somerset, NJ 08873 Telephone: 732-271-4555 Fax: 732-271-2555 **Deadline date: February 26, 2015** **Note:** No pets allowed, mention the Eastern Fishing Block when making reservation	$99	$99	Refer to Garden State Exhibit Center Site Plan (at back of manual) for location.
Holiday Inn Somerset 195 Davidson Avenue Somerset, NJ 08873 Telephone: 732-356-1700 Fax: 732-356-0939 **Deadline date: February 18, 2015** **Note:** Pets allowed ($50.00 additional charge)	$89	$89	Refer to Garden State Exhibit Center Site Plan (at back of manual) for location.

10. **MOVE-IN**

All exhibit space charges must be paid in full and a signed contract submitted to ASA/Eastern Fishing & Outdoor Exposition, LLC before exhibitors will be allowed to set up an exhibit or obtain exhibitor badges.

General Move-In **(for exhibitors who do not require vehicular access to the show floor)**	Thursday, March 19 9:00AM-6:00PM	Friday, March 20 9:00AM-12:00PM (Noon)

***** PLEASE NOTE…No vehicles will be allowed on the show floor on Friday, March 20. *****

Marine Dealer Move-In

Booth 1002, 1003, 1004 A & B	Thursday, March 19	12:00 PM – 4:00 PM
Booth 1006, 1008, 1009	Thursday, March 19	9:00 AM – 1:00 PM

General Move-In

(for exhibitors who require vehicular access to the show floor)

#1 move-in	Wednesday, March 18	12:00 PM – 6:00 PM
#2 move-in	Thursday, March 19	9:00 AM – 1:00 PM
#3 move-in	Thursday, March 19	12:00 PM – 4:00 PM

***** Please refer to the floorplan for location of move-in areas designated at #1, #2 and #3. *****

All exhibit materials must be moved into the building during the hours indicated above. Actual inside set-up of your display must be completed by show opening – Friday, March 20 at 12:00 noon. Show management reserves the right to refuse vehicular access onto the exhibit floor due to weather conditions and/or the size of the vehicle, etc. No vehicles will be allowed on the exhibit floor after 4:00PM, Thursday, March 19.

Vehicular Entrances

Please refer to the floorplan and/or the Garden State Exhibit Center Site Plan (at back of manual) for location of the loading dock.

11. **MOVE-OUT**

Early teardown is prohibited. Exhibitor displays may not be removed or dismantled under any circumstances until the doors close to the public at 5:00PM, Sunday, March 22. Any exhibitor who removes an exhibit prior to closing may forfeit exhibit space in future shows. Also, it is important for security purposes that exhibitors continue to wear their identification badges during move-out.

11. **MOVE-OUT (CONTINUED)**
The freight door will be opened for move-out as soon as possible after the show closes and vehicles will be permitted access to the show floor as traffic permits. The drayage company (General Exposition Services) will set out packing crates/boxes as quickly as possible.

Move-Out Days/Hours

Sunday, March 22	5:00 PM – 9:00 PM
Monday, March 23	9:00 AM – 12:00 Noon

All exhibit materials must be removed from the Garden State Exhibit Center before 12:00 noon, Monday, March 23. Any items left on the show floor will be discarded.

12. **MUSIC, COPYRIGHTED: PLAYING OF**
Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

13. **PARKING**
Please refer to the Garden State Exhibit Center Site Plan (at back of manual) for the location of exhibitor parking areas.

14. **SALES TAX**
New Jersey law requires that all vendors register with the State of New Jersey at least 15 days before starting business and collect sales tax on all sales of taxable goods and services. The current sales tax rate is 7%. File form NJ-REG (Business Registration Application) to register. Additional information is available on-line at www.state.nj.us/treasury/taxation/ or www.state.nj.us/treasury/revenue or you may call 609-292-6400.

From the website:

- click on Businesses tab (center of screen)
- click on Sales and Use Tax
- click on Forms
- scroll down and click Business Registration Forms (bottom of page)
- click on Business (tax and employer) Registration form, NJ-REG
- click on red box with Adobe logo under column entitled PDF Size to print out forms

15. **SHIPMENTS TO THE GARDEN STATE EXHIBIT CENTER**
Refer to Important Shipping Information forms (purple section) at back of manual.

UPS/FedEx/US Postal Service Deliveries
All packages should be scheduled to arrive no earlier than Thursday, March 19 and should be addressed as follows:

Company Name:_____ Booth #_____
For: The Saltwater Fishing Expo
C/O Garden State Exhibit Center
50 Atrium Drive
Somerset, NJ 08873

For delivery of UPS/FedEx/US Postal Service packages to your booth, please refer to Shipping 101 form (purple section) at back of manual.

Please remember if you are shipping large quantities of sales literature to the show, it will be much less expensive to have it palletized before shipping. Each separate delivery by common carrier is subject to the minimum charge for delivery to your booth. Exhibitors may provide their own (non-commercialized) freight and may move in and out without drayage service, if desired. Exhibitors may transport exhibit material to their booth that has been received at the Exhibit Center and unloaded by the official drayage company. Freight that requires the use of a forklift for delivery to your booth must be contracted for with General Exposition Services by using the order form (purple section) at back of this manual.

16. **SHOW DAYS AND HOURS**

Friday, March 20	Saturday, March 21	Sunday, March 22
12:00 PM – 8:00 PM	10:00 AM* – 6:00 PM	10:00 AM* – 5:00 PM

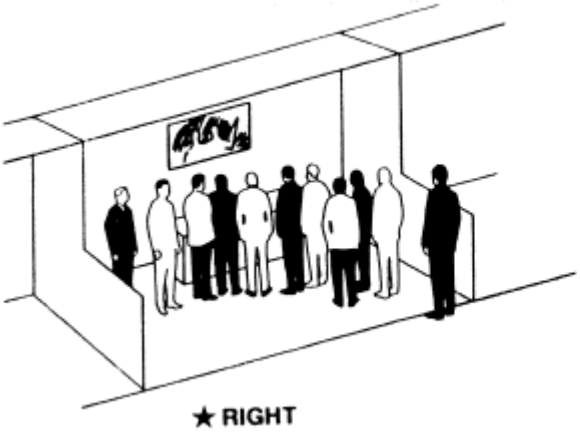
*Exhibitors may enter the Exhibit Center one hour prior to show opening on Saturday and Sunday and must vacate the building at show closing each day.

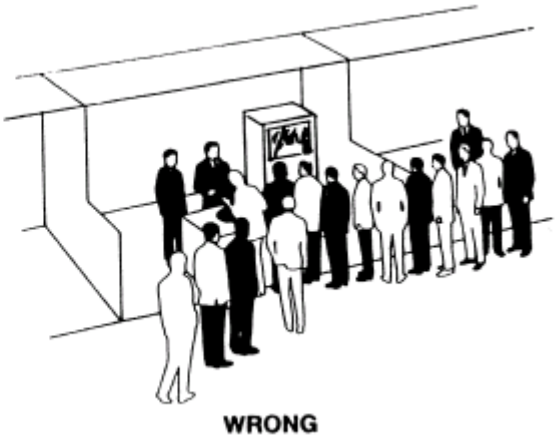
17. **TELEPHONE SERVICE**
To order the installation of a telephone line in your booth, please refer to the Telephone Service Order Form (blue section) at back of manual. **Advance order deadline is March 10, 2015.**

18. **VIDEO EQUIPMENT, USE OF**
Video equipment may be used only under the following conditions:

1. If the video monitor is positioned in the front half of the booth, the table or platform on which it is located may not exceed 42" in height.
2. If the video monitor is positioned in the rear half of the booth, the top edge of the monitor may not exceed 72" in height.
3. If your video is positioned or directed in such a manner as to create a disadvantaged effect for other exhibitors, you will be required to relocate your video.
4. A video monitor which, in the judgment of show management, impairs aisle traffic must be relocated.

IMPORTANT: Any exhibitor whose video program includes music should refer to Article #12 of the manual which covers the playing of copyrighted music.





RULES & REGULATIONS
2015 THE SALTWATER FISHING EXPO
Participation in the show is conditional upon acceptance of these rules.

SPACE: Contracted space is to be used only by the firm appearing on the front of this contract and may be used only as specified. Booth sharing is not permitted. No portion of exhibit space may be sublet, assigned or apportioned without permission. ASA/Eastern Fishing & Outdoor Exposition, LLC retains the right to prohibit the installation or exhibition of any exhibit or materials not approved by them or expel any exhibit which in its sole judgement is not contributing to the theme of the event. Management reserves the right to relocate any exhibit which violates fire or safety regulations, or for any other reason if it feels the relocation will benefit the show. The erection of an exhibit or the issuing of exhibitor credentials will not be permitted until exhibit space is paid for in full.

SET-UP AND BREAK-DOWN: ASA/Eastern Fishing & Outdoor Exposition, LLC will provide set-up time from 12:00 PM to 6:00 PM, Wednesday, March 18; 9:00 AM to 6:00 PM, Thursday, March 19, and 9:00 AM to 12:00 PM, Friday, March 20. Inside set-up must be completed by 12:00 PM, Thursday, March 20. (Some exhibitors may be requested to move in at specified times.) Break-down and move-out will be 5:00 PM to 9:00 PM, Sunday, March 22; and 9:00 AM to 12:00 PM, Monday, March 23. All exhibit materials must be removed during these times. Any exhibit material not removed by 12:00 PM, Monday, March 23 will be relocated and stored at the owner's expense or discarded, without any liability to ASA/Eastern Fishing & Outdoor Exposition, LLC for any loss or damage. Any exhibit space which is vacant at time of show opening on opening day will automatically revert to Show Management and the contract will be terminated for breach of contract.

CONTRACT LONGEVITY: This contract is valid only for the period stated on the reverse side and provides no guarantees for exhibit space in future years for any shows produced by ASA/Eastern Fishing & Outdoor Exposition, LLC.

ACCESS TO SHOW FLOOR: Exhibitors will be allowed access to the show floor one (1) hour prior to show opening on Saturday and Sunday.

RETAIL SALES & USE TAX REGULATION: Exhibitors may sell merchandise directly from their booth. All exhibitors selling must comply with the State of New Jersey laws governing collection of sales tax, obtain a Business Registration Application and display the original document during all show hours. In addition, every exhibitor conducting sales must be prepared to provide Show Management and/or Garden State Exhibit Center with a photocopy of his Business Registration Application upon demand. Instructions for obtaining a Business Registration Application are outlined in your exhibitor service kit. Any exhibitor selling merchandise must provide the buyer with a highly-visible receipt. Any exhibitor accepting deposit money for a product or service to be delivered at a later date must provide the buyer with a receipt containing the exhibitor's business street address and telephone number.

PAYMENTS: Obligation for full payment of exhibit space is determined by contractual obligation rather than actual occupancy. If payments are not made by dates specified on the reverse side of this contract, any prior deposits received may be retained by ASA/Eastern Fishing & Outdoor Exposition, LLC the contract terminated for breach of contract and the exhibit space will automatically revert to Show Management. No refunds will be made.

Exhibitor agrees that whenever an attorney, or court, is used to obtain payment due hereunder, all attorney and court fees (both management's and exhibitor's) shall be payable by the exhibitor.

ADVERTISING: ASA/Eastern Fishing & Outdoor Exposition, LLC will ensure the exhibition is well advertised.

USE OF AISLES: The aisles and all areas outside the specified exhibit space remain strictly under the control of ASA/Eastern Fishing & Outdoor Exposition, LLC and no soliciting, signs, banners or other attractions will be permitted.

BOOTH DIMENSIONS & DESIGN: A standard single booth measures 100 square feet. Single booths will be furnished with 8' high fabric background, 32" fabric siderails and a standard identification sign. No exhibitor will be permitted to erect an exhibit outside his allotted space or in such a manner as to obstruct the view or provide a disadvantaged effect to the display of other exhibits. Exhibits and exhibit materials exceeding approximately three feet (3') in height must be confined to the rear of the booth, extending no more than four feet (4') from the back wall. Overall height of display or exhibit should not exceed eight feet (8'). Portions of an exhibit which are naturally longer than eight feet, such as surf rods, outriggers, etc. will be allowed if they do not interfere with another exhibit. In case of a dispute regarding this rule, Show Management's decision will be final.

SOLICITING: Loud noise or noise devices used to attract attention are not permitted at any time. Throwing goods into aisles is prohibited. Helium balloons are also prohibited. In addition, any electronic public address systems or amplifying devices are prohibited.

VIDEO EQUIPMENT: Video equipment may be used under the following conditions: If the video monitor is positioned in the front half of the display, the table or platform on which it sits may not exceed 42" in height. If the video monitor is positioned in the rear half of the booth, the top edge of the monitor may not exceed 72" in height. Common sense must prevail when using a video system. If video is positioned or directed in such a manner as to create a disadvantaged effect for other exhibitors, you will be instructed to relocate or discontinue use of your video. Also, a video, which, in the judgement of Show Management, impairs aisle traffic flow, must be relocated. Volume of a video must not affect other exhibitors. In the event of a dispute regarding this regulation, Show Management's decision will prevail.

DAMAGE TO FACILITY: The exhibitor is responsible for the space allotted and contracted for and agrees to reimburse Garden State Exhibit Center for any and all damage to floors, walls, doors, etc.

LIABILITY & INSURANCE: Show Management will provide 24-hour security daily; however, ASA/Eastern Fishing & Outdoor Exposition, LLC, while taking all precautions against loss, will not guarantee against it. Exhibitors must ensure that their regular company insurance includes an extension of coverage for off-premises, and that they have their own theft and property damage insurance. It is mandatory that all exhibitors carry public liability insurance and that they be prepared to provide Show Management with a Certificate of Insurance if requested. Neither ASA/Eastern Fishing & Outdoor Exposition, LLC, employees thereof, nor their representatives, nor any employee of ASA/Eastern Fishing & Outdoor Exposition, LLC will be responsible for injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any cause whatsoever prior to, during and subsequent to the period covered by the contract and the exhibitor, upon signing this contract, expressly releases ASA/Eastern Fishing & Outdoor Exposition, LLC, its employees and representatives from, and agrees to indemnify same against any and all claims for such loss, damages, or injury.

RIGHTS OF SHOW MANAGEMENT IN EVENT EXPOSITION IS NOT HELD: In the event the exposition does not open as scheduled resulting from natural disaster, fire, act of God, national emergency, labor strike, act of terrorism, etc., it is agreed that ASA/Eastern Fishing & Outdoor Exposition, LLC will be released from performance of this contract and that a portion of payments made may be retained to cover expenses incurred up to such event and all remaining monies will be refunded.

EXHIBITOR RESPONSIBILITY: Booths must be properly staffed during all public hours of the exposition. The exhibitor is responsible for cleaning their allotted space and ensuring that the exhibit is in good condition throughout the show. All exhibits must remain fully intact until 5:00 PM, Sunday, March 22. *Neither exhibit nor merchandise may be removed prior to show closing.*

UTILITIES: Any and all utilities required, such as electricity, water, etc. will be the financial responsibility of the exhibitor and must be ordered through official servicing agents of ASA/Eastern Fishing & Outdoor Exposition, LLC as listed in the exhibitor service kit.

FIREPROOFING: All decorations must be fireproof and must meet specifications of local fire codes.

INTERPRETATION OF RULES & REGULATIONS: ASA/Eastern Fishing & Outdoor Exposition, LLC shall have full power in the interpretation and enforcement of all rules and regulations.

ADDITIONAL REGULATIONS: ASA/Eastern Fishing & Outdoor Exposition, LLC reserves the right to announce without notice any other reasonable rules or regulations which, in its sole opinion, contribute to the comfort and safety of exhibitors and/or the general public, or to the security of exhibits, or the general improvements of the exposition.

RULES REGARDING PLAYING OF MUSIC: Exhibitors shall play no music during the show unless the exhibitor is in compliance with all copyright or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, electric storage device (such as an ipod or MP3 player), compact disc or electronically transmitted by radio or television.

Produced by ASA/Eastern Fishing & Outdoor Exposition, LLC
1001 North Fairfax Street, Suite 501, Alexandria, VA 22314
Telephone: 603-431-4315 Fax: 603-431-1971
E-Mail: info@sportshows.com

Marine Dealer Move-In

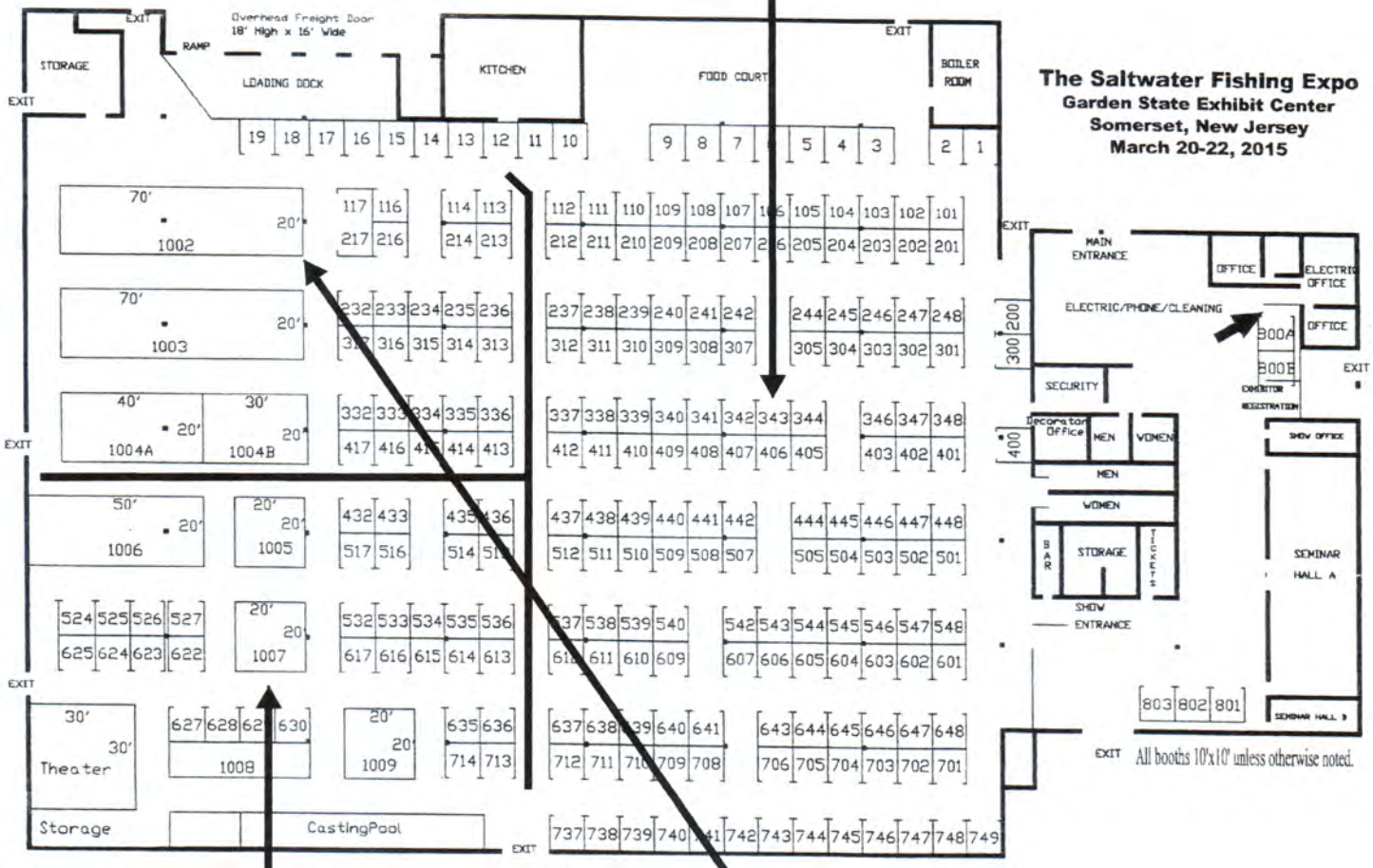
Please refer to Article 10
for move-in times.

#1

Move-In Schedule

Wednesday, March 18

12:00PM-6:00PM



#2

Move-In Schedule

Thursday, March 19

9:00AM-1:00PM

#3

Move-In Schedule

Thursday, March 19

12:00PM-4:00PM

DIRECTIONS

The Garden State Exhibit Center is easy to reach from throughout New Jersey and the Mid-Atlantic Region.

From I-287 Northbound
Take Exit 10 (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

From I-287 Southbound
Take Exit 10 (Route 527/New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

From Northern New Jersey & New York via the Garden State Parkway
Take Exit 129 for I-287 North. Take Exit 10 for Route 527 (New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

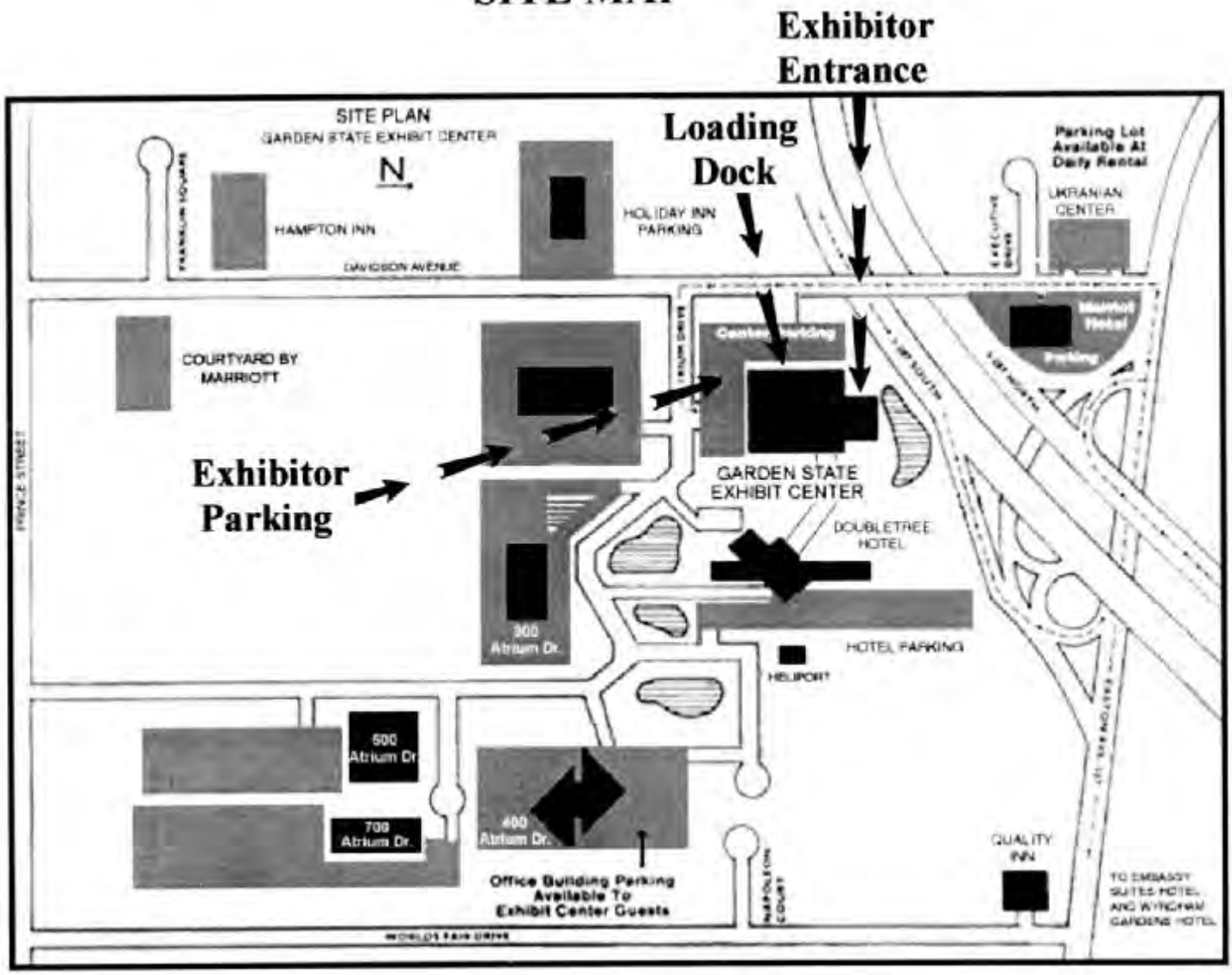
From Northern New Jersey Via I-78
Take I-78 West to Exit 29 for I-287 South. Take Exit 10 for Route 527 (Easton Avenue/New Brunswick). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

From Northern New Jersey/Newark/New York via the N.J. Turnpike or I-95
Take the New Jersey Turnpike (I-95) South to Exit 10 (Metuchen/Edison) to Route 287 North. Take Exit 10 for Route 527 (New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

From South Jersey, Philadelphia, Delaware and Maryland Via the New Jersey Turnpike or I-95
Take Exit 10 (Metuchen/Edison) to Route 287 North. Take Exit 10 for Route 527 (New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

From the Garden State Parkway from South Jersey
Take Exit 127 for I-287 North. Take Exit 10 for Route 527 (New Brunswick/South Bound Brook). Follow Route 527 North to the first traffic light and make a left turn onto Davidson Avenue. Continue on Davidson Avenue for one half mile. The center is one half mile east on the left.

SITE MAP


Exhibitor Entrance
SITE PLAN
GARDEN STATE EXHIBIT CENTER
N
Loading Dock
Parking Lot Available At Daily Rental
UKRANIAN CENTER
HAMPTON INN
HOLIDAY INN PARKING
DAVIDSON AVENUE
COURTYARD BY MARRIOTT
Exhibitor Parking
GARDEN STATE EXHIBIT CENTER
DOUBLETREE HOTEL
300 Atrium Dr.
HOTEL PARKING
HELIPORT
500 Atrium Dr
700 Atrium Dr.
400 Atrium Dr.
Office Building Parking Available To Exhibit Center Guests
QUALITY INN
TO EMBASSY SUITES HOTEL AND WYNDHAM GARDENS HOTEL

ADVANCE SALE TICKETS

ORDER FORM
THE SALTWATER FISHING EXPO
Garden State Exhibit Center
Somerset, NJ
March 20-22, 2015

The adult admission price at the box office of The Saltwater Fishing Expo is $12.00. Advance Sale Admission tickets will be available to exhibitors for $9.00, a substantial savings off the box office admission price.

How to Order Tickets
Complete the order form below, indicating the number of tickets you wish to order. Payment may be made by check, money order or credit card. No refunds will be made.

Advance sale tickets will be available in very limited quantities and, unfortunately, we cannot guarantee their availability. Please order early to avoid disappointment!

All Advance Ticket Orders must be received no later than March 13, 2015.
Only orders of ten (10) or more tickets will be recognized.

ADVANCE SALE TICKETS **(SOME)**
Please send ____ prepaid Advance Sale Admission tickets @$9.00 per tickets. (Regular adult admission price is $12.00).
My check, money order or credit card authorization is enclosed.

Company_____

Street Address_____

City_____ State_____ Zip_____

Your Name_____ Title_____

Booth Number(s)_____ Telephone_____

CREDIT CARD AUTHORIZATION

CHECK ONLY ONE: _____VISA _____MASTERCARD _____AMERICAN EXPRESS

CREDIT CARD NUMBER | | | | | | | | | | | | | | | | | EXP. DATE | | | |

SECURITY CODE | | | |

NAME ON CARD_____ TOTAL $_____

COMPANY NAME_____

TELEPHONE #_____

CREDIT CARD BILLING ADDRESS_____

_____

Make checks payable and mail to:
ASA/Eastern Fishing & Outdoor Exposition, LLC.
750 Central Avenue, Suite R
Dover, NH 03820
Tel: 603-431-4315
800-227-2067 (US ONLY)
Fax: 603-431-1971
E-Mail: amanda@sportshows.com

BADGE ORDER FORM

THE SALTWATER FISHING EXPO
Garden State Exhibit Center
Somerset, NJ
March 20-22, 2015

DEADLINE: FEBRUARY 23, 2015

BADGE REQUESTS RECEIVED AFTER FEBRUARY 23 CANNOT BE PROCESSED WITH INDIVIDUAL NAMES DUE TO TIME RESTRICTIONS.
ALSO FORMS NOT PROPERLY COMPLETED CANNOT BE PROCESSED

Please complete this form and return to: ASA/Eastern Fishing & Outdoor Exposition, LLC.
Attn: Exhibitor Badges, 750 Central Avenue, Suite R ~ Dover, NH 03820

If you are ordering the number of badges allowable, you may send your order via fax or e-mail, using the following address:

Fax Number	E-Mail
603-431-1971	amanda@sportshows.com

Company Name:_____

Booth Number(s):_____

Requests for more than the allowable number of exhibitor badges WILL NOT be honored unless accompanied by a check, money order or credit card payment at the rate of $10 per badge for any additional badges.

BADGES ARE TO BE PICKED UP AT EXHIBITOR REGISTRATION, THEY WILL NOT BE MAILED

1 booth = 4 badges allowed
2 booths = 6 badges allowed
3 or more booths = 8 badges allowed

1 Booth (10 Ft. Frontage)
(4 Badges Allowed)
Names of Adult Working Personnel

1. _____
2. _____
3. _____
4. _____

2 Booths (20 Ft. Frontage)
(6 Badges Allowed)
Names of Adult Working Personnel

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

3 or More Booths (30 Ft. Frontage)
(8 Badges Allowed)
Names of Adult Working Personnel

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Payment Authorization Form

201.340.2290 (main) 201.340.2108 (fax)

2015 Saltwater Fishing Expo

March 20 – 22, 2015

Garden State Exhibit Center

Company:	Booth:
Address:	[Show Name]
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS			
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Company Check -Make payable to MetroMultiMedia and reference [**Show Name].** Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers -If paying by wire transfer for MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card -For your convenience, MetroMultiMedia Inc., will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all MetroMultiMedia Inc. charges, and any charges that MetroMultiMedia Inc. may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover

																	EXP. DATE
Account Number																	
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)												

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes MetroMultiMedia Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer.

EQUIPMENT: -You are responsible for payment on any MetroMultiMedia rental equipment within your booth.

Cancellations

Equipment cancellations not recieved 48 hrs. before delivery date will be charged 100% NO EXCEPTIONS

MetroMultiMedia Order Form

Complete Sound, Lighting and Video Services
115 Moonachie Ave, Moonachie, N.J. 07074
201-340-2290, C: 201-954-3320, F: 201-340-2108

2015 Saltwater Fishing Expo
March 20 – 22, 2015
Garden State Exhibit Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____ Booth Size: _____

Delivery Date/Time: _____ Pick Up Date/Time: _____

On Site Contact: _____ On Site Contact #: _____

Audio Equipment	Qty.	Daily Rate	# of Days	Total
1 Speaker Sound System with Wired Hand Held Microphone		$90.00		
2 Speaker Sound System with Wired Hand Held Microphone		$160.00		
Wireless Microphone (Lavalier, Handheld, or Headset) Please Circle Preference.		$130.00		
8 Channel Audio Mixer (needed when using more than 1 component with a sound system)		$60.00		
CD Player		$50.00		
Large Venue Sound Systems are available (upon request)		Please Call		
Projection	**Qty.**	**Daily Rate**	**# of Days**	**Total**
3k Lumen LCD Video / Data Projector (Conference Room)		$250.00		
4.5k Lumen LCD Video / Data Projector (In Booth)		$415.00		
Tripod Projection Screen (5', 6', 7', or 8')		$50.00		
Projector Stand		$15.00		
Projection and lighting packages are available (upon request)		Please Call		
Video and Data Display	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Please Circle Source for Monitor: Laptop (PC or MAC? Please Specify) DVD Player Media Player Other _____				
22" Flat Panel Display _____ Table Top _____ Wall Mounted		$90.00		
26" Flat Panel Display _____ Table Top _____ Wall Mounted		$115.00		
32" Flat Panel Display _____ Table Top _____ Wall Mounted		$160.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		$285.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		$450.00		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		$525.00		
70" Flat Panel Display _____ Wall Mounted		$590.00		
90" Flat Panel Display _____ Wall Mounted		$1200.00		
40" Smart Flat Planel Display _____ Table Top _____ Wall Mounted		$350.00		
Dual Post Floor Stand for Flat Panel Monitors (for 40" through 90" sizes only)		$60.00		
Media Player (for USB playback)		$30.00		
DVD Player		$35.00		
Blu-ray DVD Player		$70.00		
Tri-Standard (PAL) VHS or DVD Video Player		$65.00		
54" Video Cart with Skirt (For 22" through 32" Flat Panel Displays)		$25.00		
Laptop Computer - 160G HD, 2GB Ram		$125.00		
Additional monitors or presentation systems are available (upon request)		Please Call		
			Equipment Rental Total	
			Labor	

Please Note:
Drayage Costs (if applicable) are not included in delivery costs.
A labor charge of $70/hr may be added depending on the type and quantity of equipment ordered.
Please Contact us to confirm order prior to show.

SUBTOTAL = _____ + TAX @ 7.00% = _____+ $135.00 Delivery& Pickup = TOTAL _____

Payment Authorization Form must accompany order.

Equipment cancellations not recieved 48 hrs. before delivery date will be charged 100% NO EXCEPTIONS

Garden State Exhibit Center

CREDIT CARD PROCEDURE FORM

If you wish to charge the amount of your order to your credit card account, please complete the information requested below and return the form with your orders.

(Please Print)
NAME OF SHOW: _____ DATES: _____

COMPANY NAME:_____

REPRESENTATIVE:_____ BOOTH #: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #:_____ FAX # _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure.

CARD MEMBER NAME: _____
(as it appears on the card)

CHARGE TO: ☐ MC ☐ VISA ☐ AMEX EXPIRATION DATE: ____/____/____

ACCOUNT NUMBER: _____

AUTHORIZEDSIGNATURE: _____Date: _____

PLEASE MAKE A COPY FOR YOUR FILES

50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

GARDEN STATE
EXHIBIT CENTER
50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

Booth #_____

BANNER & SIGN HANGING SERVICE ORDER FORM

All orders **MUST BE RECEIVED <u>10 DAYS PRIOR</u>** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No Refunds.
All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center, LLC.

BANNER & SIGN HANGING COSTS

	ADVANCE	FLOOR	QUANTITY	TOTAL
1' – 10' Banner	$75.00	$100.00	_____	$_____
11' – 20' Banner	$100.00	$125.00	_____	$_____
21' +	Call for Price			

NOTES:

1. Banner and signs are not permitted to be hung by exhibitors/vendors.
2. Exhibitors/vendors must fill out Credit Card information at the bottom of this form.
3. Banners will be hung during set up times ONLY, before event begins.
4. Banners will be taken down on last day of event, after event ends.

(Please Print)
NAME OF SHOW _____ DATES: _____

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: ( ) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____ *If using MasterCard indicate the four numbers above your name here. → _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500

Garden State Exhibit Center
New Jersey's Showplace

Internet Service Form

bigredpin

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471
Questions about pricing or for technical support inquiries: 732-486-3217

Internet – Wireless User

		Rate	How Do I Get It?
4400	**On-Site/On Demand Internet** 1 IP address/1 device Please do not submit this service form if you would like to purchase this service. This can be purchased while on-site. See instructions to the right.	$19.99 Per Day	1. Turn on your Wi-Fi enabled device and select the Engage Access network from the available Wi-Fi Networks. Wait until you see CONNECTED next to the Engage Access network name. 2. Open a web browser (Internet Explorer, Chrome, Firefox, etc.) and attempt to go to a website. You should then be automatically redirected to the sign up page. Click SIGN UP. 3. Fill out the required information. Please make sure all information is filled out correctly before clicking SIGN UP. Please be sure to write down your e-mail and password because you'll use this to log in. Forgotten passwords or e-mails cannot be recovered and when using multiple devices **DO NOT USE THE SAME E-MAIL twice**. You can use the same password however. 4. After submitting your information, you will be asked to LOG IN using your e-mail address and password you just created. 5. Click LOG IN and you will automatically be redirected to the internet. If you need to purchase for another device, make sure you're using the device you need connectivity for to sign-up.

Any orders placed within 21 days of the start of the show may be subject to a 30% late fee at Big Red Pin Inc.'s discretion.

Internet – Network Services

		Quantity	Rate	Total $
Wireless				
4302	Wireless Blanket/Entire Facility		Call for Pricing	
4302	Wi-Fi Micro Network / For 5 or more devices		Call for Pricing	
4305	Wi-Fi Sponsorship		Call for Pricing	
Wired				
4301	Standard (1 Private DHCP IP, 1 IP Address / 1 Device)		$500	
4307	• Additional Private IP Address / Device		$125	
4308	Advanced (1 Static Public IP Address / 1 Device)		$2250	
4309	• Additional Static Public IP Address / Device (Limited Qty)		$450	
Equipment				
4001	Switch / Hub Rental (8 Port) – Does not include connectivity		$150	
4001	Switch / Hub Rental (24 Port) – Does not include connectivity		$300	
4001	Patch Cable (up to 50') – Cat 5e		$50	
Engineering				
4306	Bandwidth – Speed over 10 Mbps		$125 Per Mbps	
4201	Point-to-Point / Special Engineering / VPN		$135 Per Hour	
4311	On-Site Support		$135 Per Hour	
			Tax (7%)	
			Total	

If your Total is over $600, please call 732-486-3217 to arrange payment.

Show Name: _____ Show Dates: / / to / /

Company Name: _____ Cardholder Name: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Booth Number: _____

E-Mail Address: _____

Card Type: VISA_____ MASTERCARD_____ AMERICAN EXPRESS_____ DISCOVER_____

Card Number: _____ Expiration Date: _____ CVVS/Code: _____

Same As Above: _____

Company Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Authorized Name (PRINT): _____ **Authorized Signature:** _____

By signing above, I agree to the amount listed above and the terms and conditions.

INTERNAL BIG RED PIN USE ONLY

Transaction ID: #_____

☐I ☐TS ☐R ☐P ☐R ☐I ☐C

Garden State Exhibit Center
New Jersey's *Showplace*

bigredpin®

Booth Information Form

To be filled out only if you have chosen Network service(s).

Company Name: _____ Booth #: _____

Show Name: _____ Show Dates: _____

IMPORTANT! Prior to installation of service, a complete booth floor plan is required. Please utilize this grid if you do not have your own floor plan to send us. For a floor plan to be considered complete it must include all the information listed to the right of the grid (TP, designated location of items within the booth, surrounding booths, scale-length and width).

X = Termination Point (TP) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to this point within your booth. Unless specified, the TP will placed at Big Red Pin Inc.'s discretion. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

C / D = Computer "C" or Device "D". Indicate the exact location where any device requiring connectivity will be placed. Since this is a wired device, plan on keeping this device in place. If you rented a switch, this will be placed in the best location chosen by Big Red Pin Inc. installers.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Big Red Pin Inc. to accurately install your services.

Size = Booth dimensions (example 10x10) _____.

Scale = 1 Box is equal to _____ ft.

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471
Questions about pricing or for technical support inquiries: 732-486-3217

Terms of Service & Acceptable Use Policy

These Terms of Service & Acceptable Use Policy (the "Terms") govern your use of Big Red Pin Inc. Internet and Telephone Services ("Service") and the Big Red Pin Inc. Services network ("Network"). Your use of the Service represents your agreement to these Terms. If you do not agree with these Terms, do not use the Service. By signing the agreement you agree to all terms and conditions of this form.

Terms of Service

Description of the Service

The Service is provided by Big Red Pin Inc. ("Big Red Pin Inc."). The Service provides you with access to the Internet via certain Big Red Pin Inc. high-speed Internet via access points and hardlines ("Locations"). No third party service, personal hot spots, MiFi devices, or Access Points, or any other outside service, hardware or software shall be permitted on the premises. The venue does not allow construction of any wireless networks in the facility, outside of this agreement. Failure to abide by this will result in penalty and fine in the amount of $2500 per instance, per device, regardless of the needs of the individual, group or entity, and regardless of the time the service is needed to the expiration of the event.

- Network Speed is at 10Mbps unless specially provisioned 45 days in advance at additional expense.
- To receive Regular Rate order must be processed and paid for at least 21 days in advance. A Floor Plan for Network Service(s) must be submitted along with order. Failure to do so could result in possible delay in service and/or materials.
- Only written cancellations will be accepted, and must be received at least 7 days prior to show move in. Cancellations are subject to a 20% cancellation fee.
- All equipment is the responsibility of renter, any damages to the equipment will result in additional charges.
- Any labor or requirement of a technician to be onsite will be billed at $135 per hour.
- Big Red Pin Inc. provides the service of routing the internet and IP assignment, the user is responsible for supply of their own additional cables, connectors, adapters. Connection to devices is the users responsibility.
- Private networks, VPN, Static IP's, custom network requirements, etc., are additional and separate. A minimum of 30 days notice is needed to provision for said items. Failure to do so could result in possible delay in service and/or materials.
- Big Red Pin Inc. provides internet configuration for the overall network, the user is responsible for their own device and equipment configurations. Big Red Pin Inc. will troubleshoot Big Red Pin Inc. installed devices and equipment only.
- You are contracting with Big Red Pin Inc.

Charges/Billing/Payment

You agree to pay all charges and fees specified when you ordered the Service, including any, taxes, fees, surcharges or other assessments applicable to the Service. You agree that you have reviewed the price associated with the service type that you have selected. All Big Red Pin Inc. charges for the Service are billed in advance. The Service is provided on a day to day basis as a 24hr period from the moment of acceptance of Terms and usage and are subject to change at any time with no advanced notice. Payment for the Service is due at the time of demand for service. In the event legal action is necessary to collect on balances due, you agree to reimburse Big Red Pin Inc. for all expenses incurred to recover sums due, including attorneys' fees and other legal expenses. You also agree to pay all current charges for the Service as well as taxes and fees assessed against you or Big Red Pin Inc. on the charges and all late payment, interest or other fees. Big Red Pin Inc. may modify its billing practices with no advance notice.

Service Suspension/Termination/Cancellation

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of our free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. However, Big Red Pin Inc. may immediately terminate or suspend all or a portion of your Service, without notice, for conduct that Big Red Pin Inc. believes (a) violates the Acceptable Use Policy, set forth below; or (b) constitutes a violation of any law, regulation or tariff (including, without limitation, copyright and intellectual property laws) or a violation of these Terms, or any applicable policies or guidelines. Your Termination or suspension by Big Red Pin Inc. of Service also constitutes termination or suspension (as applicable) of your license to use any Software. Big Red Pin Inc. may also terminate or suspend your Service if you provide false or inaccurate information that is required for the provision of Service or is necessary to allow Big Red Pin Inc. to bill you for Service. If your service is terminated or suspended you are not entitled to a refund for services.

Modifications to the Service / Updates to the Terms

Big Red Pin Inc. reserves the right to modify or discontinue, temporarily or permanently, at any time and from time to time, the Service (or any function or feature of the Service or any part thereof, including but not limited to rates and charges) with or without notice. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension or discontinuance of the Service. Without limiting the foregoing, Big Red Pin Inc. may post, or e-mail, notices of changes in the Service. It is your responsibility to check our website and your e-mail address for any such notices. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension or discontinuance of the Service.

These Terms may be updated or changed from time to time. The current Terms shall be posted at: www.bigredpin.com/terms-and-conditions. If Big Red Pin Inc. makes a change to these Terms and that change has a material impact on the Service, you will be provided electronic notice of that change via e-mail or other written notice. Your continued use of the Service following such notice constitutes your acceptance of those changes. If you do not agree to the revisions, you must terminate your Service immediately.

Operational Limits of the Service

Provisioning of the Service is subject to the availability and the operational limitations of the requisite equipment and associated facilities. You understand and agree that temporary interruptions of the Service may occur as normal events in the provision of the Service and that Big Red Pin Inc. will not be liable for such interruptions. You further understand and agree that Big Red Pin Inc. has no control over third party networks or the third party ISP providing the Internet circuit you may access in the course of your use of the Service, and therefore, any delays, any disruptions, and any outages of other network transmissions are beyond the control of Big Red Pin Inc. Big Red Pin Inc. will not be liable for any failure of performance, if such failure is due to any cause beyond Big Red Pin Inc.'s reasonable control, including acts of God, fire, explosion, vandalism, nuclear disaster, terrorism, cable cut, storm or other similar occurrence, any law, order or regulation by any government, civil, or military authority, national emergencies, insurrections, riots, wars, labor difficulties, supplier failures, shortages, breaches, or delays caused by you or your equipment. No refunds will be issued for any delays, any disruptions, and any outages of network transmissions for any reason.

Registration/Customer Information/Password Security

All information that you provide to Big Red Pin Inc. must be accurate, including your name, e-mail address, credit or charge card numbers and expiration dates and any Service payment information ("Registration Data"). You are responsible for keeping such information up-to-date and must provide changes promptly to Big Red Pin Inc. You agree to keep confidential log in information and are solely responsible for any liability or damages resulting from your failure to maintain that confidentiality. You are also solely and fully responsible and liable for all activities that occur under your IP address/MAC address associated with your device and account. You agree to immediately notify Big Red Pin Inc. if you suspect any breach of security such as loss, theft, or unauthorized disclosure or use of your account.

Third Party Content Disclaimer/ Links to Third Party Sites

Materials provided by Third Party Providers have not been independently authenticated in whole or in part by Big Red Pin Inc. Big Red Pin Inc. does not provide, sell, license, or lease any of the Materials other than those specifically identified as being provided by Big Red Pin Inc. This Service may be linked to other websites which are not under the control of and are not maintained by Big Red Pin Inc. Big Red Pin Inc. is not responsible for the content of those sites. Big Red Pin Inc. is providing these links to you only as a convenience, and the inclusion of any link to such sites does not imply endorsement by Big Red Pin Inc. of those sites.

Privacy Policy

By agreeing to the Terms and Conditions set forth, you permit Big Red Pin Inc. to collect your Personal Information. Personal Information is data that can be used to uniquely identify or contact a single person. You may be asked to provide your Personal Information anytime you are in contact with Big Red Pin Inc. services or a Big Red Pin Inc. affiliated company. Big Red Pin Inc. and its affiliates may share this Personal Information with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve our products, services, content, and advertising. For more information, see: www.bigredpin.com/privacy-policy.

General Use Restrictions

Subject to your acceptance of and compliance with these Terms, payment to Big Red Pin Inc. for the Service and compliance with all Big Red Pin Inc. policies identified below, you are hereby granted the right to use the Service through a non-exclusive, non-transferable and non-assignable limited license. The Service is provided for your use only (unless otherwise specifically stated) and you agree not to reproduce, duplicate, copy, sell, transfer, resell or exploit for any commercial purposes your subscription to or membership in the Service, any portion of the Service, use of the Service, or access to the Service. You have no right to resell, sublicense, assign or transfer your right to access the Service or use the Big Red Pin Inc. Network. All information, documents, products, and software (the "Materials") provided with this Service were provided by or to Big Red Pin Inc. Internet Services (Big Red Pin Inc.) by their respective manufacturers, authors, developers, licensees and vendors (including, without limitation (the "Third Party Providers") and are the copyrighted work of Big Red Pin Inc. and/or the Third Party Providers. Except as stated herein, none of the Materials may be copied, reproduced, resold, distributed, republished, downloaded, displayed, posted or transmitted in any form or by any means, including, but not limited to, electronic, mechanical, photocopying, recording, or otherwise, without the prior express written permission of Big Red Pin Inc. or the Third Party Provider. You also may not, without Big Red Pin Inc. prior express written permission, "mirror" any Material provided with this Service on any other server. Nothing provided with this Service shall be construed as conferring any license under any of Big Red Pin Inc. or any Third Party Provider's intellectual property rights, whether by estoppels, implication, or otherwise. You acknowledge sole responsibility for obtaining any such licenses. Any unauthorized use of any Materials provided with or through this Service may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and statutes.

Software Use Restrictions

Any software that is made available to download with the Service (the "Software") is the copyrighted work of Big Red Pin Inc. and/or Third Party Providers. Use of the Software is governed by the terms of the end user license agreement, if any, which accompanies or is included with the Software (the "License Agreement"). An end user will be unable to install any Software that is accompanied by or includes a License Agreement, unless the end user first agrees to the terms of the License Agreement. Except as set forth in the applicable License Agreement, any further copying, reproduction or redistribution of the Software is expressly prohibited.

Submissions

Unless otherwise explicitly stated, any Materials provided by you in connection with this Service shall be deemed to be provided on a non-proprietary and non-confidential basis. Big Red Pin Inc. shall have no obligation of any kind with respect to such Materials and shall be free to use or disseminate such Materials on an unrestricted basis for any purpose. You acknowledge that you are responsible for the Materials that you submit, and you, not Big Red Pin Inc., have full responsibility for the Materials, including their legality, reliability, appropriateness, originality and copyright.

Disclaimer of Warranties

UNLESS OTHERWISE EXPLICITY STATED, THE MATERIALS AND THE SERVICE ARE PROVIDED "AS IS". ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, ARE DISCLAIMED, EXCEPT TO THE EXTENT THAT SUCH DISCLAIMERS ARE HELD TO BE LEGALLY INVALID. BIG RED PIN INC. MAKES NO REPRESENTATIONS, WARRANTIES, GUARANTIES AS TO THE QUALITY, SUITABILITY, TRUTH, ACCURACY OR COMPLETENESS OF ANY OF THE MATERIALS AND/OR SERVICE. ANY QUESTIONS REGARDING THE SERVICES AND/OR MATERIALS SHOULD BE DIRECTED TO THE PROVIDERS OF SUCH MATERIALS. HOWEVER, BIG RED PIN INC. DOES NOT AUTHORIZE ANYONE TO MAKE A WARRANTY ON BIG RED PIN INC. BEHALF AND YOU MAY NOT RELY ON ANY STATEMENT OF WARRANTY BY A THIRD PARTY AS A WARRANTY OF BIG RED PIN INC.

Limitation of Big Red Pin Inc. Liability

BIG RED PIN INC. SHALL NOT BE LIABLE FOR ANY DAMAGES SUFFERED AS A RESULT OF USING, MODIFYING, CONTRIBUTING, COPYING, DISTRIBUTING, OR DOWNLOADING ANY MATERIALS WHILE USING OUR SERVICES. MOREOVER, IN NO EVENT SHALL BIG RED PIN INC. BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST REVENUE, LOST PROFITS, LOSS OF USE, LOSS OF DATA OR OTHER ECONOMIC ADVANTAGE) HOWEVER THEY ARISE, WHETHER FOR BREACH OR IN TORT, EVEN IF BIG RED PIN INC. HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Indemnity

You agree to indemnify and hold harmless Big Red Pin Inc. and its subsidiaries, affiliates, officers, agents, co-branders, licensors or other partners and employees from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) content you submit, post, transmit or otherwise make available through the Service; (b) your use of the Service; (c) your violation of these TOS; (d) your violation of the AUP; (d) your violation of any rights of another; and (e) use of your account and any Sub-Account whether or not such usage is expressly authorized by you.

Liability of User

YOU MUST MAINTAIN SOLE RESPONSIBILITY FOR ADEQUATE PROTECTION AND BACKUP OF DATA AND/OR EQUIPMENT USED IN CONNECTION WITH THE SERVICE AND/OR MATERIALS AND USE OF SAID SERVICE AND/OR MATERIALS, AND WILL NOT MAKE A CLAIM AGAINST BIG RED PIN INC. FOR LOST DATA, RE-RUN TIME, INACCURATE OUTPUT, WORK DELAYS OR LOST PROFITS RESULTING FROM THE USE OF THE SERVICE AND MATERIALS, AND/OR INTERRUPTION OF SERVICES REGARDLESS OF CAUSE.

YOU AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS BIG RED PIN INC. (INCLUDING ITS PARENT AND AFFILIATE COMPANIES, EMPLOYEES, OFFICERS, DIRECTORS AND AGENTS) FROM, AND YOU COVENANT NOT TO SUE BIG RED PIN INC. FOR, ANY CLAIMS BASED ON, OR STEMMING FROM, YOUR USE OF THE SERVICE AND MATERIALS.

Local Laws; Export Control

Big Red Pin Inc. and/or the applicable Third Party Provider control and operate this Service from its or their headquarters in various locations in the United States of America and makes no representation that these Materials or the Service are appropriate or available for use in other locations. If you use this Service or the Materials from other locations, you are responsible for compliance with applicable local laws including but not limited to the export and import regulations of other countries.

Unless otherwise explicitly stated, all marketing or promotional materials provided with or through the Materials or the Service are solely directed to individuals, companies or other entities located in the United States of America. You acknowledge and agree that Materials are subject to the U.S. Export Administration Laws and Regulations. Diversion of such Materials contrary to U.S. law is prohibited. You agree that none of the Materials, nor any direct product there from, is being or will be acquired for, shipped, transferred, or re-exported, directly or indirectly, to proscribed or embargoed countries or their nationals, nor be used for nuclear activities, chemical biological weapons, or missile projects unless authorized by the U.S. Government. Proscribed countries are set forth in the U.S. Export Administration Regulations. Countries subject to U.S. embargo are: Cuba, Iran, Iraq, Libya, North Korea, Syria, and the Sudan. This list is subject to change without further notice from Big Red Pin Inc., and you must comply with the list as it exists in fact. You certify that you are not on the U.S. Department of Commerce's Denied Persons List or affiliated lists or on the U.S. Department of Treasury's Specially Designated Nationals List. You agree to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

U.S. Government Rights

The Materials on this Service are provided with the following restrictions: Use, duplication, or disclosure by the U.S. Government is subject to the restrictions set forth in the FAR 52.227-19 (June 1987), FAR 52.227-14 (ALT II & ALT III) (June 1987), or if DoD, as specified in DFARS 252.7202-1(a) and 252.7202-3(a) and vendor's applicable license terms, and DFARS 252.227-7013 (Nov 1995) and 252.227-7014(Nov 1995), as applicable. Use of the Materials by the U.S. Government constitutes acknowledgment of Big Red Pin Inc. and/or the Third Party Provider's proprietary rights in them.

General

This Service could include inaccuracies or typographical errors. Any action related to these Terms will be governed by New Jersey law and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply. These Terms provide basic guidelines for your use of the Service, and will be enforced in conjunction with other Terms of Service or account agreement, if any, that govern Big Red Pin Inc. products or services that you use or that you have purchased. In the event that any provision of these Terms shall be rendered invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable any other provision of these Terms and these Terms shall continue in full force and effect and be construed as if they did not contain the invalid or unenforceable provision.

Infringement of Intellectual Property Rights

You are prohibited from infringing, publishing, submitting, copying, uploading, downloading, posting, transmitting, reproducing, or distributing software, video or audio content, or any other material that is protected by copyright, trademark, patent, trade secret, any other type of intellectual property rights, trademark laws (by rights of privacy or publicity) or other proprietary right of any party unless you own or control the rights thereto or have received all necessary consent to do the same. This prohibition includes the use of any material or information including images or photographs that are made available through a Big Red Pin Inc. site or Service(s).

For more information about Big Red Pin Inc. copyright protection practices under the Digital Millennium Copyright Act (DMCA) of 1998.

ACCEPTABLE USE POLICY

The Big Red Pin Inc. Acceptable Use Policy is designed to help protect Big Red Pin Inc. assets, the assets of its Customers, and the Internet community, from irresponsible or illegal activities of Big Red Pin Inc. Customers and its Users. These activities may disrupt or degrade Big Red Pin Inc. Services, pose a threat to Big Red Pin Inc. assets, expose Big Red Pin Inc. (or other providers of Services) to claims of civil or criminal liability or other legal sanctions. Moreover, because of various conventions used in the industry (including blocking, filtering and blacklisting) these activities may impair Big Red Pin Inc.'s ability to interconnect with other providers of Service. These activities may relate to the content stored or transmitted by Customers or its Users or to the nature of the transmissions themselves such as sending large numbers of unsolicited messages (Spam). Customers are responsible for avoiding the prohibited activities and strictly following the AUP terms set forth herein.

AUP Coverage

The Big Red Pin Inc. Acceptable Use Policy ("AUP") applies to the services that provide (or include) access to the Internet, services provided over the Internet, (collectively "Services"). Customer is responsible for the actions of others who may be using the Service(s) under Customer's account. It is Customer's obligation to take whatever measures are necessary to protect access to Customer's account (e.g., to keep the access password secure). If a Customer or its User(s) violate the AUP, Big Red Pin Inc. may, depending on the nature and severity of the violation, suspend or terminate service, as specified below.

Customer may have access through the Big Red Pin Inc. network(s) and Service(s) to search engines, subscription web services, chat areas, bulletin boards, web pages, USENET, or other services that

Initials _____

promulgate rules, guidelines or agreements to govern their use. Failure to adhere to any such rules, guidelines, or agreements shall be a violation of this AUP.
Big Red Pin Inc. is aware that some of its Customer's information reaching Big Red Pin Inc. network(s) or facilities from those Customers may have originated from the Big Red Pin Inc. Customer or from another third-party. Big Red Pin Inc. reserves the right to take action against Big Red Pin Inc. Customer and directly against such Customers' subscribers, even though the Big Red Pin Inc. corrective action may affect other non-offending subscribers of the Big Red Pin Inc. Customer.

AUP Enforcement and Notice

Customer's failure to observe the guidelines set forth in this AUP may result in Big Red Pin Inc. taking actions anywhere from a warning to a suspension of privileges or termination of your Service(s). Big Red Pin Inc. reserves the right, but does not assume the obligation, to strictly enforce the AUP. When feasible, Big Red Pin Inc. may but is not obligated to provide Customer with notice of an AUP violation via e-mail or otherwise and demand that such violation is immediately corrected.
However, Big Red Pin Inc. reserves the right to act immediately and without notice to suspend or terminate Service(s) in response to a court order or other legal requirement that certain conduct should be stopped or when Big Red Pin Inc. determines, in its sole discretion, that the conduct may: (1) expose Big Red Pin Inc. to sanctions, prosecution, civil action or any other liability, (2) cause harm to or interfere with the integrity or normal operations of Big Red Pin Inc. network(s) or facilities, (3) interfere with another person's use of Big Red Pin Inc. Service(s) or the Internet, or (4) otherwise present a risk of harm to Big Red Pin Inc. or Big Red Pin Inc. Customers or other parties Big Red Pin Inc. interconnects with.
Big Red Pin Inc.'s decisions with respect to interpretation of the AUP and appropriate remedial actions are final and determined by Big Red Pin Inc. in its sole discretion. Big Red Pin Inc. may refer potential violations of law(s) to the proper authorities, may cooperate in the investigation of any suspected criminal or civil wrongdoing, and will cooperate with authorities when required to do so by law, subpoena, or when the public safety is at stake. Big Red Pin Inc. assumes no obligation to inform you that your information has been disclosed, and, in some cases, may be prohibited by law from providing such notice.
Big Red Pin Inc. does not, as an ordinary practice, proactively monitor the activities of those who use its Service(s) or exercise any editorial control over any material transmitted, hosted or posted using Services to ensure that its Customers comply with the AUP and/or the law, although it reserves the right to do so. If Big Red Pin Inc. is alerted to violations or potential violations of this AUP, Big Red Pin Inc. will take whatever measures it deems necessary and appropriate to stop or prevent such violations including the actions described in this AUP. For example, Big Red Pin Inc. may in its sole discretion refuse to transmit, screen, or editing content prior to delivery of the Service(s), block access to certain categories of numbers or certain sites as Big Red Pin Inc. determines needed to enforce these policies.
If your Service is suspended or terminated for any AUP violation, you must get written approval from Big Red Pin Inc. (outside of the normal ordering process) prior to reactivating or ordering new service. In any case, Big Red Pin Inc. may, in its discretion, decline to reinstate your Service. If Big Red Pin Inc. approves you for reinstatement or new service, set-up fees, reactivation fees or deposits may apply. If Big Red Pin Inc. discovers that you have renewed Service, or ordered new Service, following termination for an AUP violation without the prior written consent of Big Red Pin Inc., it may terminate your Service without further notice. In such case, you are responsible for any applicable early termination charges.
Big Red Pin Inc. will not issue any refunds, credits or other forms of compensation for the period when Service(s) have been suspended as a result of violation(s) or alleged violation(s) of this AUP.
Big Red Pin Inc. shall not be liable for any damages of any nature suffered by any Customer, User, or third party resulting in whole or in part from Big Red Pin Inc.'s exercise of its rights under this AUP.

Prohibited Actions

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of our free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. Big Red Pin Inc. is committed at all times, however, to complying with the laws and regulations governing use of the Internet and e-mail transmissions and to preserving for all of its Customers the ability to use Big Red Pin Inc. network and the Internet without interference or harassment from other users. Big Red Pin Inc. prohibits use of its Services in any way that is unlawful, interferes with use of Big Red Pin Inc. network or the Internet, interferes in any way with the usage or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, constitutes Spam/E-mail/Usenet abuse, or presents security or privacy risks. Customer will not resell or provide Service(s) to unauthorized third parties, whether as part of a commercial enterprise or otherwise.
Customer is prohibited from engaging in any other activity, whether legal or not, that Big Red Pin Inc. determines in its sole discretion, to be harmful to its subscribers, operations, network(s).

Unlawful Activities

Big Red Pin Inc. Services shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation or administrative rule.
By using the Service(s), Customer represents and warrants to Big Red Pin Inc. that Customer (and its Users) are not resident(s) of any country or affiliated with any of organization prohibited to do business within the United States as defined and set forth at: http://www.treas.gov/ofac and http://www.bxa.doc.gov/dpl/thedeniallist.asp. Accounts registered using false or misleading information may be terminated immediately and without notice.

Offensive or Threatening Material or Content

Big Red Pin Inc. Services shall not be used to host, post, transmit, or re-transmit any content or material that is threatening, harassing, obscene, indecent, hateful, malicious, racist, fraudulent, deceptive, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise harmful or offensive to third parties, treasonous, excessively violent or promotes the use of violence, or provides instruction, information or assistance in causing or carrying out violence against any government, organization, group or individual, or provides guidance, information or assistance with respect to causing damage or security breaches to Big Red Pin Inc. network or to the network of any other Service provider. Customer shall not create or attempt to utilize a domain name that is fraudulent, indecent, offensive, deceptive, threatening, abusive or harassing.

Interaction with Minors

Big Red Pin Inc. has a zero tolerance policy regarding use of its Service to engage in inappropriate conduct with a minor (anyone under 18 years of age). You shall not knowingly collect or solicit personal information from a minor without the express consent of the parent or guardian of the minor, nor shall you use this Service to harm or intimidate a minor. Big Red Pin Inc. complies with all federal and state laws pertaining to the protection of minors, including the reporting of all apparent cases of child pornography or exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit www.ncmec.org.

Spam/E-mail/Usenet Abuse

Violation of the CAN-SPAM Act of 2003, or any state or federal law regulating e-mail services, constitutes an automatic violation of this AUP and Big Red Pin Inc. reserves the right to seek damages and other available relief against Customer, as applicable.
Spam/E-mail/Usenet Abuse is prohibited on Big Red Pin Inc. Services. Examples of Spam/E-mail/Usenet Abuse include but are not limited to the following activities:

- Sending unsolicited electronic mail messages and "mail-bombing" (sending mass unsolicited e-mail messages to a single user, or group of users, commercial or otherwise, or deliberately sending very large attachments to one recipient) using Service(s) are prohibited;
- Using another site's mail server to relay mail without the express permission of the site;
- Using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin;
- Using IP addresses that the Customer does not have a right to use;
- Collecting the responses from unsolicited electronic messages;
- Maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;
- Spamming, or sending unsolicited commercial e-mail, sending unsolicited electronic messages with petitions for signatures, or any chain mail related materials, or requests for charitable donations;
- Sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the Big Red Pin Inc. Services or the Internet (e.g., through language, frequency, size or otherwise);
- Sending bulk (i.e., twenty-five or more recipients) electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
- Using distribution lists containing addresses that include those who have opted out;
- Sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;
- Forging headers or identifiers in order to disguise the origin of e-mail;
- Use of redirect links in unsolicited commercial e-mail to advertise a website or service;
- Posting a single message, or messages to online forums or newsgroups, that could reasonably be expected to provoke complaints;
- Posting messages to or canceling or superseding messages on an online forum or newsgroup in a manner that violates the rules of the forum or newsgroup or that contain forged header information;
- Sending bulk electronic messages in quantities that exceed standard industry norms or that create the potential for disruption of the Big Red Pin Inc. network or of the networks with which Big Red Pin Inc. interconnects;
- Intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for other parties;
- Knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends;
- Using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam;

Spam Damages: Because spam related damages are often difficult to quantify, in those cases where the actual damages cannot be reasonably calculated Big Red Pin Inc. reserves the right to seek from the Customer liquidated damages in the amount of five dollars (US$5.00) for each piece of 'spam' or unsolicited bulk e-mail transmitted from or otherwise connected with Customer's account, in addition to any other rights and remedies Big Red Pin Inc. may have in contract, law and equity.

Security Violations

It is Customer's responsibility to ensure the security of its network and the machines that connect to and use Service(s). You are responsible for configuring and securing your services to prevent damage to the Big Red Pin Inc. network and/or the disruption of Service(s) to other customers, and ensuring that your customers and users use the Service(s) in an appropriate manner. Customer is required to take all necessary steps to manage the use of the Service(s) in such a manner that network abuse is prevented or minimized to the greatest extent possible. It is Customer's responsibility to take corrective actions on vulnerable or exploited systems to prevent continued abuse. Violations of system or network security are prohibited and may result in criminal and/or civil liability.
Big Red Pin Inc. Services may not be used to interfere with, to gain unauthorized access to, or otherwise violate the security of Big Red Pin Inc. or another party's server, network, personal computer, network access or control devices, software or data, or other system, or to attempt to do any of the foregoing.
Examples of violations of system or network security include but are not limited to:

- Intercepting, interfering with or redirecting e-mail intended for third parties, or any form of network monitoring, scanning or probing, or other action for the unauthorized interception of data or harvesting of e-mail addresses;
- Hacking - attempting to attack, breach, circumvent or test the vulnerability of the user authentication or security of any host, network, server, personal computer, network access and control devices, software or data without express authorization of the owner of the system or network;
- Impersonating others in order to obtain another user's account password or other personal information;
- Using the Service(s) to deliver spyware, or secretly or deceptively obtain the personal information of third parties (phishing, etc.), or engage in modem hi-jacking;
- Using any program, file, script, command or the transmission of any message or content of any kind, designed to interfere with a terminal session or the access or use of the Internet or any other means of communication;
- Distributing or using tools designed to compromise security, including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network; this would include use of sniffers or SNMP tools;
- Falsifying packet header, sender, or User information whether in whole or in part to mask the identity of the sender, originator or point of origin;
- Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
- Engaging in the transmission of pirated software;
- With respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow your account to stay logged on while you are not actively using the Big Red Pin Inc. Service(s) or using your account for the purpose of operating a server of any type;
- Using manual or electronic means to avoid any use limitations placed on the Services;
- Gaining unauthorized access to private networks;
- Violating rules, regulations, and policies applicable to any network, server, computer database, web site, or ISP that you access through the Service(s).

Network Usage

Where an Big Red Pin Inc. Service account, service or feature description specifies limits on bandwidth, disk utilization, simultaneous connections, and/or aggregate data download or upload, use in excess of those limits is not permitted without an appropriate change in account type or status and may incur additional charges for such usage.
Bandwidth, disk utilization, simultaneous connections, and aggregate data downloads/uploads will be computed or determined by Big Red Pin Inc. from time to time in developing its product and service offerings. In the event Big Red Pin Inc. determines that an account is exceeding the relevant bandwidth, disk utilization, aggregate data download/upload limits, simultaneous connections, or reasonable session times, the account owner will generally be notified by e-mail. If the excess use continues after such notification, the owner may be requested to upgrade the type of account or to modify the activity creating the excess use, or the account may be terminated.
If excessive bandwidth, disk space utilization, simultaneous connections, aggregate data download or upload, or session length is determined to adversely affect Big Red Pin Inc.'s ability to provide service, immediate action may be taken. The account owner may be notified by e-mail as soon as practical thereafter.

Customer Responsibilities

Customer remains solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed or transmitted using the Services. Big Red Pin Inc. takes no responsibility and assumes no liability for any material created or accessible on or through the Big Red Pin Inc. network(s) using Service(s), or for any mistakes, defamation, slander, libel, omissions, falsehoods, obscenity, pornography, or profanity Customer (or its Users) may encounter. As the provider of Service(s), Big Red Pin Inc. is only a forum and is not liable for any statements, representations, or content provided by the users of Services in any public forum. Big Red Pin Inc. shall not be obligated to monitor or exercise any editorial control over such material, but reserves the right to do so. In the event that Big Red Pin Inc. becomes aware that any such material may violate this AUP, other applicable terms of use or contract provisions, and/or expose Big Red Pin Inc. to civil or criminal liability, Big Red Pin Inc. reserves the right to block access to such material and suspend or terminate the Service of any user creating, storing or disseminating such material. Big Red Pin Inc. further reserves the right to conduct investigations into fraud, violations of the Terms of Service, this AUP or other laws or regulations, and to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the user that Big Red Pin Inc. deems responsible for the wrongdoing.
Customer agrees to indemnify and hold Big Red Pin Inc. harmless from any claim, action, demand, loss, or damage (including attorneys' fees) made by any third party against Big Red Pin Inc. as a provider of the Service(s) arising out of or relating to any violation(s) of this AUP by Customer (or its Users).

Incident Reporting

Any complaints (other than claims of copyright or trademark infringement) regarding violation of this AUP by a Big Red Pin Inc. Customer (or its User) should be directed to abuse@bigredpin.com. Where possible, include details that would assist Big Red Pin Inc. in investigating and resolving such complaint (i.e. expanded headers and a copy of the offending transmission).

Revisions to the AUP

Big Red Pin Inc. reserves the right to modify its Acceptable Use Policy at any time, and effective when posted to Big Red Pin Inc. Notice of any change to this AUP may also be provided to a Customer via electronic mail. It is your responsibility to notify Big Red Pin Inc. of any change of address. You must respond in a timely manner to complaints concerning misuse of the Service(s) obtained from Big Red Pin Inc. Failure to responsibly manage the use of the Service(s) obtained from Big Red Pin Inc. may be cause for termination of Service(s) to you and, depending upon the terms under which you acquired your Service(s), could lead to the imposition of termination fees.

Foreign/Personal Network Exemption

Big Red Pin Inc. will not be held liable for any reduction, interference, suspension, in transmission speeds from the network which may be caused by: a) the use or discovery of personal MiFi/hotspot transmissions, whether utilized by an attendee, exhibitor, vendor, or show management or employee of show management; b) the use or discovery of ANY networks not implemented by Big Red Pin Inc. by any of the above mentioned entities; c) the use or discovery of any devices, utilized by any of the above mentioned entities, that broadcast an SSID(Service Set Identifier), that may inhibit the network's performance to a reasonable standard. You agree that the discovery of any violation of this clause will nullify your ability to seek any refunds or exchanges for purchased services, due to factors beyond Big Red Pin Inc.'s control.

By initialing page one, you acknowledge that you have read and understand the terms on page two, and by signing page two, you acknowledge and understand the conditions set forth on page one.

Contact

Please direct any questions to:

Big Red Pin Inc.
28 May Street, Suite A
Edison, NJ 08837
info@bigredpin.com

Authorized Signature _____

Date _____

CLEANING ORDER FORM

GARDEN STATE EXHIBIT CENTER

50 ATRIUM DRIVE • SOMERSET, NJ 08873

Phone 732-469-4000
Fax 732-563-4500

SHOW NAME _____

SHOW DATES _____

BOOTH NUMBER _____

All orders must be accompanied by a credit card or check payable to:

Garden State Exhibit Center, LLC

To ensure your booth is show-ready, specify your requirements below. Should you require other service or have any questions call us at the number above. All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No refunds.

	ADVANCE	FLOOR	# of Day(s)	Circle Days Needed	TOTAL
Booth Cleaning per day (0-100 square feet)	$35.00	$50.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (101-300 square feet)	$65.00	$90.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (301-500 square feet)	$125.00	$160.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____
Booth Cleaning) per day (500-800 square feet)	$225.00	$300.00	_____	Mon Tues Wed Thurs Fri Sat Sun	$_____

NOTES:
1. All above services include vacuuming of booth and trash removal ONLY. Booth cleaning is done in the A.M. only
2. Exhibitors must fill out Credit Card information at the bottom of this Cleaning Order Form.

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: ( ) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500

ELECTRICAL ORDER FORM

SHOW NAME _____

SHOW DATES _____

BOOTH NUMBER_____

Garden State Exhibit Center

50 Atrium Drive, Somerset, NJ 08873
Phone 732-469-4000
Fax 732-563-4500

All orders must be accompanied by a credit card or check payable to:
Garden State Exhibit Center, LLC

SCHEDULE OF PRICES FOR ELECTRICAL REQUIREMENTS

All orders MUST BE RECEIVED 10 DAYS PRIOR to the first set-up day of event, accompanied with full payment or FLOOR PRICES will be charged.

LIGHTING AND UTILITY OUTLETS	Advance	Floor	**Sketch of booth if possible**	Quantity		Total
Minimum 500 Watts	$99.00	$139.00				
501 – 1000 Watts	$139.00	$179.00				
1001-1500 Watts	$159.00	$199.00				
1501 – 2000 Watts	$175.00	$215.00				
120 Volt-20 AMP Line	$275.00	$315.00				
Extension Cords/Power Strips	$29.00	$49.00				
100 Watt Clip on Light (electric not included)	$35.00	$40.00				
500-Watt Tripod Flood Light (electric not included)	$75.00	$90.00				

20 Amps and over require an installation appointment, please contract the Office Manager @ 732-469-4000 ext. 101. Labor is *not* included in the price. All appointments must be kept at the assigned time, a delay of 15 minutes or more will result in additional labor costs.

MOTOR AND EQUIPMENT OUTLETS	208 Single Phase	208 Single Phase	208 Three Phase	208 Three Phase	480 Volts Three Phase	480 Volts Three Phase	Quantity		Total
	Advance	Floor	Advance	Floor	Advance	Floor			
20 AMPS	$359.00	$479.00	$412.00	$576.00	$618.00	$763.00			
30 AMPS	$419.00	$570.00	$463.00	$676.00	$670.00	$824.00			
50 AMPS	$481.00	$626.00	$536.00	$762.00	$721.00	$886.00			
60 AMPS	$533.00	$723.00	$587.00	$839.00	$1009.00	$1246.00			
80AMPS	$597.00	$821.00	$664.00	$956.00	$1586.00	$1967.00			
100 AMPS	$697.00	$1020.00	$766.00	$1184.00	$1680.00	$2086.00			
200 AMPS	$1208.00	$1735.00	$1346.00	$2111.00	$1756.00	$2178.00			

Add. Labor 20 amps & over $81.00 Per Hr.	_____**Hrs (Min 1hr.)**	**x**	_____**Total Rate**	**Additional Labor Cost** _____

24 HOUR SERVCE FOR FREEZERS, REFRIGERATION, ETC. (+50%) $	**TOTAL REMITTED $**

Company Name: _____

Exhibit Name: _____

Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

NO TELEPHONE ORDERS ACCEPTED

ALL ORDERS ARE NON-REFUNDABLE

REMOVAL OF ANY CORDS OR POWER STRIPS OR ANY CONVENTION CENTER PROPERTY WILL RESULTS IN A CHARGE TO YOUR ACCOUNT

NJ STATE TAX IS INCLUDED ON ALL ORDERS

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

Account Number _____

Card Member Name: (as it appears on card)_____

Expiration Date:_____/_____/_____ MC VISA AMEX

Authorized Signature_____ Date_____

Electrical Service Order Rules and Regulations

*Motor and Equipment prices (20 amps and above) (connect and disconnect) include material, Labor Cost additional. These prices do not include 24 hour service. If you wish to have 24 hour service hook-up on your equipment, please add 50% of your total amount for power. The exhibit Center has the right to turn all power off after show hours unless 24 hour service has been arranged and paid for in full.

GENERAL CONDITIONS

CUSTOMER WILL BE RESPONSIBLE FOR FULL PAYMENT BEFORE INSTALLATION

All orders must be received ten days prior to show and accompanied with full payment or they will be considered as late orders.

Late orders will be subject to floor price and possible delayed installation.

All orders are non-refundable

The Exhibit Center cannot be responsible for any damage to customer's equipment due to fluctuating voltages in the Exhibit Area.

Service will be supplied to equipment in the manner most convenient to The Garden State Exhibit Center, L.L.C. Each outlet supplied has a standard 3-pronged receptacle. It shall be the responsibility of the exhibitor to supply any adapters which may be necessary. (Each motor of 3-hp or more must be equipped with a fusible switch)

To facilitate installation, exhibitor must have all specific requirements available. Please be specific and list additional instruction below.

Garden State Exhibit Center, LLC. will not be liable or responsible for any loss, damage, or expense sustained or incurred by reason of any change, failure, interference, disruption, or defect in the supply or character of the electric energy furnished to the exhibit, or if the supply or character of the electrical energy supplied is not suitable for the exhibit's requirements.

RULES AND REGULATIONS

All material and equipment furnished by the Center for this service shall remain the Center's property and shall be removed only by the Center at the close of the show.

All column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.

All equipment, regardless of source of power, must comply with all federal, state and local statues, laws, ordinances, safety codes, rules and regulations.

All equipment, regardless of source of power, must be U.L. listed.

Use of electrical services must not exceed, in voltage, amperage, wattage, or overall load or usage that requested on the Electrical Order Form.

SPECIFIC INSTRUCTIONS AS AUTHORIZED BY EXHIBITOR/REPRESENTATIVE

_____

_____

_____

_____

_____

_____

_____

_____

Revised 6/21/13

GARDEN STATE
EXHIBIT CENTER
50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

Booth #_____

TELEPHONE SERVICE ORDER FORM

The exhibitor telephone service rate shown below consists of one telephone line and one touch-tone desktop instrument. Should you require other service or have any questions call us at the number below. All orders **MUST BE RECEIVED 10 DAYS PRIOR** to the first set-up day of the show and /or event accompanied with full payment and credit card information or **FLOOR PRICES** will be charged. No Refunds.
All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center, L.L.C.

SHOW INSTALLATION & SERVICE CHARGE PER LINE

	ADVANCE	FLOOR	QUANTITY	TOTAL
Direct Lines:	$200.00	$275.00	_____	$_____

NOTES:

1. Direct Lines have no long distance carrier and are for local or 800 numbers only.
2. Exhibitor must pick-up phone from, and return phone to, the Convention Center Executive Office. Failure to do so will result in additional charges.
3. Exhibitors must fill out Credit Card information at the bottom of this telephone form.
4. Phone lines will be centrally located at the rear of the booth.
5. Center phone equipment will be provided on the first come first served basis. If unable to fill the request, the Center will place the order with XO Communications, time permitting. There may be additional expenses.

(Please Print)
NAME OF SHOW _____ DATES: _____

EXHIBIT NAME: _____ COMPANY NAME (if different from Exhibit Name): _____

BOOTH REPRESENTATIVE: _____ BOOTH # _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE #: (_____) _____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER: _____ *If using MasterCard indicate the four numbers above your name here. → _____

AUTHORIZEDSIGNATURE _____ Date _____

Please return via fax to 732-563-4500

GARDEN STATE EXHIBIT CENTER
50 ATRIUM DRIVE • SOMERSET, NJ 08873
Phone • 732-469-4000 fax • 732-563-4500

Booth #_____

WATER & DRAINAGE ORDER FORM

GENERAL CONDITIONS

Connections prices listed below cover running service from the main lines to the booth only. All work performed within the booth in attaching lines to equipment will be charged on a time and material basis except as noted below. A separate charge will be made for each piece of equipment using connected services, whether connected direct or otherwise. No Refunds.

All orders must be accompanied by a credit card or check payable to: Garden State Exhibit Center ,LLC.
CUSTOMER WILL BE RESPONDSIBLE FOR FULL PAYMENT OF CHARGES BEFORE INSTALLATION.

ALL ORDERS NOT RECEIVED 10 DAYS PRIOR TO FIRST SETUP DAY OF SHOW WILL BE CHARGED FLOOR PRICE.

		Advance Price	Floor Price
ONE TIME FILL, ONE TIME EMPTY	(I.E., Pools, Spas, Ponds, & Water Tanks)	$125.00	$175.00
WATER – COLD – PRESSURE 35 LBS.	Service Charge for connection up to ½"	$125.00	$175.00
DRAINAGE	Service Charge for connection up to 1½"	$110.00	$150.00

Type	**Size of line needed**	**Number of Connections**	**Price**
One Time Fill/One Time Empty			$
Water – Cold			$
Drainage			$
TOTAL REMITTED			$

All prices include NJ sales tax. If larger size pipe is requested from above sizes, add 25% for each ¼" needed to charges.

(Please Print)
NAME OF SHOW_____ DATES:_____

EXHIBIT NAME:_____ COMPANY NAME (if different from Exhibit Name):_____

BOOTH REPRESENTATIVE:_____ BOOTH #_____

ADDRESS:_____

CITY/STATE/ZIP:_____ TELEPHONE #: (_____)_____

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any of the amount of these charges. I also agree that all charges contained in this amount are correct and any disputes or requests for copies of charges must be made within five days after my departure. I represent that I am authorized to bind the indicated company or association.

CARD MEMBER NAME (as it appears on the card): _____

EXPIRATION DATE: _____/_____/_____ MC(*) ☐ VISA ☐ AMEX ☐

ACCOUNT NUMBER:_____ *If using MasterCard indicate the four numbers above your name here. → _____

AUTHORIZEDSIGNATURE:_____ Date_____

Please return via fax to 732-563-4500

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

Dear **Saltwater Fishing Expo** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **Saltwater Fishing Expo being held at the Garden State Exhibit Center in Somerset, NJ on March 20-22, 2015.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **Saltwater Fishing Expo** you have 2 options.

DIRECT LINK
General Exposition Services Online Service Kit (click to follow link)

MANUAL ENTRY
Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **NJSALTFISH**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

VIEW AND PRINT OPTION:
This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

VIEW AND COMPLETE FORMS ONLINE:
This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **Saltwater Fishing Expo,** and one of our Customer Service Reps will be happy to assist you.

205 Windsor Road, Limerick Business Center, Pottstown, PA 19464
Tel: 610-495-8866 Fax: 610-495-8870 Email: info@generalexposition.com www.generalexposition.com

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Exhibitor Quick Facts

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Exhibitor Move-In Hours:
Wednesday, March 18, 2015 from 12:00PM to 6:00PM.

Thursday, March 19, 2015 from 9:00AM to 6:00PM

Friday, March 20, 2015 from 9:00AM to 12:00PM (No drive in)
All exhibits must be completely installed by: 12:00PM on Friday, March 20, 2015.

Show Hours:

Friday, March 20, 2015 from 12:00PM to 8:00PM

Saturday, March 21, 2015 from 10:00AM to 6:00PM

Sunday, March 22, 2015 from 10:00AM to 5:00PM

Exhibitor Move-Out Hours:
Sunday, March 22, 2015 from 5:00PM to 9:00PM and Monday, March 23, 2015 from 9:00AM to 12:00PM
All equipment & exhibit materials must be completely removed from the show floor by: 12:00PM on Monday, March 23, 2015.
Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via YRC or UPS.

Shipping Information:

Advance Warehouse Shipping Address:
Name of Exhibiting Company
Your Booth Number
Saltwater Fishing Expo
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, March 6, 2015.
Last Date to Arrive at Warehouse Address: Tuesday, March 1, 2015.
Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

Direct Show Site Shipping Address:
Name of Exhibiting Company
Your Booth Number
Saltwater Fishing Expo
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

Direct Show Site Delivery Hours: Wednesday, March 18, 2015 starting at 12:00PM and Thursday, March 19, 2015 from 9:00AM to 7:00PM
No Freight will be accepted in advance at show site.

Show Colors:
Back Drape: Blue and White Side Drape: Blue
Carpet: NOT CARPETED
The Show floor is: Concrete
If you desire carpeting of another color, please indicate this on the Carpet Order Form.

Booth Equipment:
Each booth is supplied with 8 foot high back drape and 3 foot high side drape along with an ID Sign containing Company name and Booth number. All booths will be 10 feet deep and 10 feet wide. DO NOT pin or staple any materials to the drape. Special background will be needed for any display materials that exceed 25 lbs in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to approval of show management.

Display Furniture:
No furnishing items are provided in your booth space. Additional furnishing items can be rented by completing the Furniture Order Form.

Payment and Charge Authorization Form must be completed for every order. Credit Card Authorization MUST accompany ALL orders. To qualify for Advance Discount Prices, FULL payment including 6 % Tax MUST be included with your order.

Electrical Service:
Please refer to Garden State Exhibit Center order form for electrical service (blue section at back of service kit).

Telephone/Internet Services:
Please refer to Garden State Exhibit Center order form for electrical service (blue section at back of service kit).

Service Desk: An exhibitor's service desk will be located in the exhibit hall to service the needs of exhibitors.

Please refer to the Form List provided in the online service kit for additional services offered.

Assistance: If you have any questions or need assistance, please contact General Exposition Services at:
Phone: (610) 495-8866 Fax: (610) 495-8870 Email: info@generalexposition.com

Exhibiting Company: _____

Booth Number: _____

BACK

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Payment Authorization Form

(This form must be included with your order!)

Advanced Discount Deadline Date: Friday, March 6, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Credit card information must be on file before any goods or services will be rendered.
To receive discount pricing you must place your order by the advance discount deadline dates. A $50.00 surcharge will be added to your account for all declined credit cards. Any balance due on your account, including past due amount will be charged to the credit card provided. By signing below you are agreeing to all Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

ENTER TOTALS:

* **Booth Package:**	_____		
* **Furniture and Accessories:**	_____		
* **Carpet:**	_____	**SubTotal:**	_____
* **Hardwall Unit:**	_____	* **Tax: (6 %)**	_____
Freight Handling:	_____	**"Estimated" Total:**	_____
Labor:	_____		
Custom Cleaning:	_____		
Other:	_____		

* Note: Electrical, Telephone and Plumbing orders should be sent directly to the venue.

NOTE: ALL ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD, REGARDLESS OF PREFERRED METHOD OF PAYMENT

Credit Card Information ☐ American Express ☐ Visa ☐ Mastercard ☐ Company Check

Credit Card Number: _____ Expiration Date: _____

Card Security Code: _____

Card Holder's Name (please print): _____

Billing Address (if different from address below): _____

_____

Signature: _____

Exhibitor Information (PLEASE PRINT CLEARLY, INFORMATION BELOW WILL BE USED FOR FINAL RECEIPT.)

Exhibiting Company:	_____	Ordered by:	_____
Address:	_____	City, State, Zip:	_____
Phone:	_____	Fax:	_____
Email:	_____	Date: _____	Booth Number:_____

BACK

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Discount Exhibitor Booth Package

Advanced Deadline Date: Friday, March 6, 2015

Saltwater Fishing Expo
Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

(Please refer to the Quick Facts Form for Show Colors.)

The following items are available as a discount package for all exhibitors:

		Advance	Show
Package A Includes:	• 1 - 6' Skirted Table • 1 - Chair • 1 - Wastebasket	$95.00	$125.00
Package B Includes:	• 1 - 6' Skirted Table • 1 - Chair • 1 - Wastebasket • 1 - 10 x 10 Carpet	$195.00	$245.00

Please select color choice for package (carpet and skirted table will be the same color)

Choose a color:

- ○ Black
- ○ Blue
- ○ Burgundy
- ○ Grey
- ○ Hunter Green
- ○ Plum
- ○ Red
- ○ Teal

Package A Quantity: _____ at a cost of $ _____ = Total $ _____
Package B Quantity: _____ at a cost of $ _____ = Total $ _____

Please transfer total to Payment Authorization form.
Please note: These items are taxable.

Exhibiting Company: _____ **Booth Number:** _____

BACK

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Furniture and Accessories Form

DISCOUNT DEADLINE DATE: Friday, March 6, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Please see our Furniture & Accessories photos on the Exhibitor Services tab of our home page.

Booth Furnishings

Furniture	Qty.	Advance	Show	Total
A-1 Bag Stand	___	$45.00	$55.00	_____
A-2 Literature Rack	___	$45.00	$55.00	_____
A-3 Clothes Tree	___	$22.50	$29.00	_____
A-4 Aluminum Easel	___	$20.00	$29.50	_____
A-5 22" x 28" Sign Holder	___	$30.50	$38.00	_____
A-6 Wastebasket	___	$7.50	$12.50	_____
A-8 6ft. ShowCase	___	$295.00	$350.00	_____
A-9 Raffle Drum	___	$75.00	$85.00	_____
E-1 Contemporary Arm Chair	___	$52.50	$62.50	_____
E-2 Contemporary Side Chair	___	$49.50	$59.50	_____
E-3 Swivel Desk Chair	___	$75.00	$85.00	_____
E-4 Executive Desk Chair	___	$85.00	$95.00	_____
S-1 Modern Arm Chair	___	$38.00	$47.00	_____
S-2 Vinyl Side Chair	___	$32.00	$42.00	_____
S-3 Upholstered Stool	___	$39.00	$49.00	_____
S-4 24" x 15" Modern Table	___	$47.00	$67.00	_____
S-5 30" x 30" Conference Table	___	$67.50	$87.50	_____
S-6 30" x 42" Pedestal Table	___	$75.00	$85.00	_____
Chrome Stanchions	___	$30.00	$40.00	_____
White Chain	___	$1.50 ft.	$1.75 ft.	_____
Folding Chair	___	$15.00	$25.00	_____

Risers / Special Drapery

Draped Risers	Qty.	Advance	Show	
4' x 10" Wide x 11"H	___	$29.50	$45.00	_____
6' x 10"Wide x 11"H	___	$39.00	$55.00	_____
(All risers are draped in white vinyl)				
8' Column & Base	___	$20.00	$25.00	_____
Telescopes	___	$9.50	$12.50	_____
Special Drapery				
3' High Drape / per run ft.	___	$3.00	$4.00	_____
8' High Drape / per run ft.	___	$4.50	$6.50	_____
* 12' High Drape / per run ft.	___	$7.50	$8.50	_____

Color: (please circle) Blue White Red Grey Black Burgundy Teal Hunter Green Plum
***Limited Colors** - please call.

Display Tables

Draped 30"	Qty.	Advance	Show	Total
4' x 24W x 30"H	___	$52.00	$68.00	_____
6' x 24W x 30"H	___	$62.50	$78.50	_____
8' x 24W x 30"H	___	$73.00	$89.00	_____
Draped 42"				
4' x 24W x 42 "H	___	$73.00	$88.00	_____
6' x 24W x 42 "H	___	$83.00	$99.00	_____
8' x 24W x 42 "H	___	$94.00	$109.00	_____
Undraped Tables				
4' x 24W x 30"H	___	$25.00	$37.00	_____
6' x 24W x 30"H	___	$30.00	$42.00	_____
8' x 24W x 30"H	___	$34.50	$46.00	_____
Raise Table to 42"	___	$25.00	$30.00	_____
Skirt Table 4th Side	___	$25.00	$30.00	_____

Skirt Color: (please circle) Blue Red Black Grey Teal Burgundy Hunter Green Plum Gold White

All tables are covered with white vinyl.

Pegboards and Tackboards

4 x 8 Pegboard - White	___	$75.00	$95.00	_____
4 x 8 Tackboard - Oak	___	$85.00	$105.00	_____

Special Colors are available and priced on request
FOR PEGBOARDS ONLY!

Price does not include push pins, pegboard hooks, and/or tacks.
** **Please note**: Show Color Will be Used if No Other Color is indicated **

~ Terms ~
Discount prices only apply to orders with payment in full received at the above address prior to the order deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, Visa or Mastercard. All prices are subject to applicable taxes.

Charges for rentals include delivery to your space, installation only as specified, and removal at close of exhibit. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.

Total: _____
Please transfer this total to the Payment and Charge Form.

Exhibiting Company: _____ **Booth Number:** _____

BACK

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Carpet Rental Form

DISCOUNT DEADLINE DATE (standard carpets): Friday, March 6, 2015
ORDER DEADLINE (plush carpets): Friday, February 27, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Please see our Carpet color choices on the Exhibitor Services tab of our home page.

Orders MUST be received by the deadline date above to guarantee delivery.
Rental includes installation, front edge taping and removal at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.
Prices include taping front aisle only.

Standard Size Booth Carpet

Size	Advance	Show	Quantity	Total
10' x 10'	$95.00	$120.00	___	_____
10' x 20'	$180.00	$230.00	___	_____
10' x 30'	$255.00	$295.00	___	_____
10' x 40'	$330.00	$398.00	___	_____
10' x 50'	$405.00	$580.00	___	_____
10' x 60'	$510.00	$680.00	___	_____

Please select color:

- Black
- Red
- Plum
- Burgundy
- Pepper
- Blue Jay
- Blue
- Grey
- Teal
- Hunter Green
- Cayenne
- Rain Forest

* Show color will be used if color choice is not indicated.

Custom Size Booth Carpet
This nylon carpet is cut specifically to your booth measurements.

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

	Advance	Show	
_____ Sq. Ft. @	$1.50	$1.95	= _____ Total Cost

Plush Booth Carpet - 100 Sq. Ft. Minimum (special order)
This luxurious deep pile nylon carpet is cut specifically to your booth measurements.
Orders MUST be received by the deadline date above to guarantee delivery.

Carpet Size _____ ft. x _____ ft. = Total Sq. Ft.

	Advance	Show	
_____ Sq. Ft. @	$3.10	$4.05	= _____ Total Cost

Please select color:

- Mocha
- Charcoal
- Cardinal
- Platinum
- Beige
- Navy
- Ivory
- Black
- Nu Blue

Foam Padding - 100 Sq. Ft. Minimum
9/16" foam padding for added comfort. Rental includes installation and removal.

Padding Size _____ ft. x _____ ft. = Total Sq. Ft.

	Advance	Show	
_____ Sq. Ft. @	$0.85	$0.95	= _____ Total Cost

Cancellation Policy - Plush carpet and custom size booth carpet cancelled after being cut will be charged at 100%, all other carpet cancellations will be charged at 50% of original price after move-in begins and 100% of original price after installation.

Plastic Covering for protection
Includes installation and removal.

Covering Size _____ ft. x _____ ft. = Total Sq. Ft.

	Advance	Show	
_____ Sq. Ft. @	$1.00	$1.25	= _____ Total Cost

Total Amount: _____
Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____ **Booth Number: _____**

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road • Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Important Shipping Information

Saltwater Fishing Expo
Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

IMPORTANT INFORMATION

NO Shipments will be accepted in advance of scheduled move-in times at the Garden State Exhibit Center - Somerset, NJ.

Shipments being delivered directly to the Garden State Exhibit Center - Somerset, NJ for your booth must be scheduled to arrive beginning Wednesday, March 13 and Thursday, March 14, 2013..

All shipments must be prepaid and addressed in the following manner:

Saltwater Fishing Expo
c/o General Exposition Services
Exhibiting Company Name
Booth # ____
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

NOTE: Freight delivered to Show Site prior to Wednesday, March 18, 2015 will not be accepted and returned to sender.

YOUR COOPERATION IS APPRECIATED!

RUSH!
Exhibition Freight

From:_____

_____

_____

To: _____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, March 6, 2015
Carrier:_____
Number of Pieces:_____

RUSH!
Exhibition Freight

From:_____

_____

_____

To: _____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, March 6, 2015
Carrier:_____
Number of Pieces:_____

RUSH!
Exhibition Freight

From:_____

_____

_____

To: _____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

Warehouse Discount Arrival Date:
Friday, March 6, 2015
Carrier:_____
Number of Pieces:_____

ADVANCE WAREHOUSE

RUSH!
Exhibition Freight

From:_____

_____

_____

To: _____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

Direct arrival date: **Wednesday, March 18, 2015**

Carrier:_____
Number of Pieces:_____

RUSH!
Exhibition Freight

From:_____

_____

_____

To: _____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

Direct arrival date: **Wednesday, March 18, 2015**

Carrier:_____
Number of Pieces:_____

RUSH!
Exhibition Freight

From:_____

_____

_____

To:_____
(Exhibiting Company) (Booth)

Saltwater Fishing Expo
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

Direct arrival date: **Wednesday, March 18, 2015**

Carrier:_____
Number of Pieces:_____

DIRECT TO SHOW SITE

BACK

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Freight Handling Order Form

(Please see Freight Labeling for Address)

ARRIVAL DATE FOR DIRECT SHIPMENTS: Wednesday, March 18, 2015
WAREHOUSE DISCOUNT DEADLINE DATE: Friday, March 6, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Recommended Carrier: YRC (1-800-610-6500)
Warehouse receiving hours: Monday-Friday 8:30 AM to 11:45 AM and 12:30 PM to 4:30 PM

Material Handling Rates **-** ROUND TRIP RATES, PER SHIPMENT. USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS.

**** Rates are subect to surcharges (See Below)****
Certified weight tickets are required for inbound shipments, if not provided, General Exposition Services estimated weights will be used.

RATE CLASSIFICATIONS STANDARD RATES	Rate per 100 lbs min	ESTIMATED WEIGHT
ADVANCE Shipments to Warehouse boxed or crated	$55.00	
DIRECT Shipments to Exhibit Site boxed or crated	$50.00	
DIRECT Shipments to Exhibit Site uncrated	$25.00	

SMALL PACKAGE DESCRIPTION	Price	x Quantity	= Total Price
Small Package, 1st Carton - Per Shipment, Maximum weight is 30lbs per shipment A small package is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs that is received on the same day, from the same shipper and delivered by the same carrier. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Only Federal Express and UPS shipments can be considered as small packages.	$25.00		
Small Package, Each Additional Carton - Per Shipment	$15.00		

Total Estimated Weight: _____

Estimated Cost for Freight Handling: _____

Please transfer this total to the Payment Authorization Form.

FREIGHT WILL NOT BE ACCEPTED AT THE WAREHOUSE AFTER: Tuesday, March 17, 2015

OVERTIME SURCHARGES
A 25% ($25.00 minimum) late charge will apply if...

- Freight is received after advance discount deadline date to warehouse

A 25% overtime surcharge for every occurrence will apply if...

- Show move-in or move-out hours, dates or times occur on overtime.
- Inbound freight arrives after 4:30 PM on weekdays (Overtime - Monday-Friday before 8:30 AM and after 4:30 PM - All day Saturday, Sunday and Holidays)
- Inbound shipments are unloaded on overtime
- Outbound shipments are loaded on overtime
- Warehouse freight must be moved to exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.
- Freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of General Exposition Services.

TERMS
Prices only apply to orders with payment in full received at the above address prior to the order advance deadline date on the enclosed forms. All charges for service and/or equipment must be paid in advance by credit card - American Express, VISA or Mastercard. All shipments must be prepaid, collect shipments will be refused.

Exhibiting Company: _____ **Booth Number:** _____

BACK

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Pottstown, PA 19464
Phone: 610-495-8866 • Fax: 610-495-8870
Email: info@generalexposition.com

Freight Handling / Labeling Information

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

General Exposition Services, Inc. is prepared to receive your shipment either in advance at our warehouse or, if applicable, directly at the exhibit site. You may ship via the carrier of your choice. Rates are based on the incoming weight of shipments.

For rates and arrival deadlines, see the Freight Handling Order Form.

ADVANCE SHIPMENTS TO GENERAL EXPOSITION SERVICES, WAREHOUSE - CRATES, CARTONS & FIBER CASES

RATES INCLUDE:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows
All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
Saltwater Fishing Expo
General Exposition Services
205 Windsor Road
Pottstown, PA 19464

ADVANCE DISCOUNT DEADLINE DATE: Friday, March 6, 2015

DIRECT SHIPMENTS TO EXHIBIT SITE

RATES INCLUDE:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Complete the bill of lading and consign as follows
All crates, cartons, and fiber cases must be labeled as follows:

Name of Exhibiting Company
Your Booth Number
Saltwater Fishing Expo
Garden State Exhibit Center
C/O General Exposition Services
50 Atrium Drive
Somerset, NJ 08873

DIRECT ARRIVAL DATE: Wednesday, March 18, 2015

General Exposition Services
THE TRADE SHOW SERVICE CONTRACTORS
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Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Shipping Information

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Shipping Information -Read the "General Exposition's Limits of Liability and Responsibility" for expanded information .

We recommend you use a carrier specializing in trade shows. Exhibit material is time-sensitive, and experience counts.

- **Outgoing Shipments -** Shipping Information, bills of lading or labels will be available at the General Exposition Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. If you wish to use your own carrier, you must fill out our Bill of Lading with your carrier name. You must call them to schedule your pick up and they must check in at the General Exposition Service Desk 2 hours prior to floor closing time. If your carrier does not show to pick up your freight within the allotted time, your freight will be forced out through our "house" carriers. YRC and UPS are our "house" carriers. You must fill out the appropriate Bill of Lading for the carrier you wish to use. When your booth is completely packed and ready for shipment, bring the completed Bill of Lading back to the General Exposition Service Desk.

- **Shipping Charge-Please prepay all shipping charges. General Exposition Services cannot accept or be responsible for collect shipments.**

- **Bills of Lading** -All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to General Exposition Services and your on-site representative.

Handling charges are based on the weight of the material. Certified weight receipts are required for all shipments. General Exposition will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise General Exposition Services will invoice the entire load at the Uncrated rate and will be unable to adjust charges later.

- **Consignment-**All shipments must be consigned c/o General Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

- **Certified Weight Receipts** -The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. General Exposition Services will unload all shipments after your driver submits certified weight receipts at the receiving site.

- **Labor and Equipment** -Labor and equipment for unloading and loading are included with General Exposition Services Material handling rates for services. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor in the labor order form section of this Exhibitor Service Kit.

- **Empty Labels** -Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the service desk and are for empty storage only.

- **Return to Warehouse (optional**)-After the show, General Exposition can provide delivery to the warehouse, storage of materials and loading on outbound carriers. Call us at the above phone number or stop in during the show at the General Exposition Services Desk for price quotes.

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Shipping 101

Saltwater Fishing Expo
Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage," is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?
Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?
In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in the Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?
Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?
Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, there will be an additional surcharge of 25%. General Exposition Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?
When possible, ship in advance to the warehouse. Even though the drayage charges are typically higher, there are benefits. You can confirm receipt of your shipment with General Exposition Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting your exhibits as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

Exhibiting Company: _____ **Booth Number:** _____

STRAIGHT BILL OF LADING – SHORT FORM – ORIGINAL – NOT NEGOTIABLE

INSTRUCTIONS: COMPLETE AND RETURN BILL OF LADING TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

Please bring (3) completed copies of the Bill of Lading with you to Show Site.

Date/Time Received _____ A.M. P.M.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,

Shipper's No. _____

FROM:

Exhibiting Company Name _____ Booth No. _____

Shipping location (Exhibit Facility) _____ City _____ State _____

Name of Event/Show _____ Date Prepared _____

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms of said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

TO:

Consigned to (Ship to) _____

Attention _____

Destination (Street Address) _____

City _____ State _____ Zip _____

METHOD: ☐ Truck ☐ Air Freight ☐ Van Line ☐ Other _____

CARRIER: (if known) _____

BY ACCEPTING THIS BILL OF LADING, GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR SHIPMENT LEFT IN BOOTH BY EXHIBITOR. ALL MATERIALS ARE SUBJECT TO FINAL COUNT AND CORRECTION AT TIME OF ACTUAL REMOVAL FROM BOOTH. GENERAL EXPOSITION SERVICES RESERVES THE RIGHT TO RE-ROUTE ANY OUTGOING SHIPMENT VIA AN ALTERNATE CARRIER IN THE EVENT THE DESIGNATED CARRIER FAILS TO PICK UP THE SHIPMENT. GENERAL EXPOSITION SERVICES ASSUMES NO RESPONSIBILITY FOR MISDIRECTED SHIPMENTS AS A RESULT OF OLD SHIPPING LABELS WHICH REMAIN ON CONTAINERS. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

No. Pieces	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Sub. to Cor.)	Class or Rate	Check Column
	Crates (Wooden) Exhibition Material N O I K D F			
	Cartons (Cardboard)			
	Fiber Cases/Trunks			
	Skids/Pallets			
	Carpets (Color _____)			

Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignor)

FREIGHT CHARGES	
PREPAID	COLLECT

CHECKER SIGNATURE

TRAILER NO.

DATE LOADED

TIME LOADED

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is carrier's or shipper's weight.

NOTE–Where the rate is dependent on value, shippers are required to state specifically in writing any agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding

_____ per _____

FREIGHT CHARGES GUARANTEED BY:

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Shipper/Exhibitor _____ Attention _____

Permanent address of shipper: Street _____

City _____ State _____ Zip _____

Shipper (signature) _____

Shipper (print name) _____

Telephone No. ( ) _____

Received in apparent good order, except as noted:

Carrier Name _____

Agent/Driver _____

Date _____

This Bill of Lading is to be signed by the shipper and agent of the carrier.

BACK

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THE TRADE SHOW SERVICE CONTRACTORS
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Phone: 610-495-8866 • Fax: 610-495-8870
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Forklift Labor Loading/Unloading

Advanced Discount Deadline Date: Friday, March 6, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

4000 # Capacity Forklift w/Operator
$145 each for Unloading/Loading (Straight time)*

(All services are 1 hour minimum for Loading and Unloading.)
$185 each for Unloading/Loading (Overtime)**

*Straight time is Monday through Friday, 8:00 AM - 4:30 PM
**Overtime consists of all hours Saturday, Sunday, Holidays, and Monday through Friday before 8:00 AM and after 4:30 PM.

All rigging, material handling labor and forklift operations must be picked up at the Exhibitor Service Desk. All work is to be performed under the supervision of an authorized exhibitor representative.

Orders received after the advance discount deadline date and orders placed at the show will be subject to a 25% surcharge.

To qualify for Forklift Rates:

- Must arrive on own company vehicle
- Must be equipment or machinery
- Must not require the storage of empty crates, pallets or packing
- Combined shipments of equipment and display items will be charged accordingly (Equipment at hourly rate, display items at cwt.)

Date Required: _____

Equipment to be moved in: _____

_____

_____

_____

_____

Approximate Weight: _____

Estimated Total Amount: _____

IMPORTANT: All orders must be paid in advance with a credit card included on the Payment Authorization Form.

Exhibiting Company: _____ **Booth Number:** _____

BACK

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THE TRADE SHOW SERVICE CONTRACTORS
205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Set-Up & Dismantle Labor Order Form

Advanced Discount Deadline Date: Friday, March 6, 2015

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases.

Orders received after advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.

Display persons are assigned to orders at 8:00 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to the service desk when finished to check in labor. Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless a 24 hour advance written notice is provided. If installation labor is used, dismantle labor is also required.

SERVICE #1
To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

[___] You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

[___] We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left at the service desk. **A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.**

SERVICE #2
[___] We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to erect our display under the supervision of our representative.

[___] We would like ___ carpenters available on _____ (date) at _____ (AM / PM) for approximately ___ hours to assist our representative in dismantling and packing our exhibit.

EXHIBITORS MUST COME TO THE SERVICE DESK
TO SIGN IN AND OUT FOR MEN REQUIRED

CARPENTER RATES

Straight Time	$75.00 per hour	
Overtime *	$105.00 per hour	*After 4:30 PM Daily and all day Saturday
Doubletime **	N/A	**Sunday and all holidays

NOTE: Starting time for all labor is 8:00 AM - One hour minimum per man. One hour increments thereafter.

PAYMENT POLICY: General Exposition Services requires all labor orders to have a credit card on file (VISA, MasterCard or American Express). Service charge of 1% on unpaid balance per month starts 20 days after invoice date.

Estimated Total: _____
Please transfer this total to the Payment Authorization Form.

Exhibiting Company: _____ **Booth Number: _____**

BACK

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Special Signs

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Qty		
_____	7" x 11"	$34.00
_____	9" x 44"	$44.00
_____	11" x 14"	$49.00
_____	14" x 22"	$60.00
_____	14" x 28"	$72.00
_____	22" x 28"	$87.00
_____	14" x 44"	$87.00
_____	20" x 60"	$127.00
_____	28" x 44"	$150.00
_____	40" x 60"	$190.00

Vertical: _____

Horizontal: _____

Card Color: _____

Lettering Color: _____

Easel Back: _____

Price List & General Information
10 Words or Less

1. Copy exceeding 10 words will be charged at the rate of $0.75 per word.
2. Cardboard easel backs at $2.25 each.
3. A sales tax will be added where applicable.
4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.
5. Signs ordered on Saturday, Sunday, Holidays and 72-hours prior to Set-up of exhibit are subject to Overtime Charge of 50%.

Indicate Sign Copy Below

_____

_____

_____

_____

_____

_____

Estimated Total: _____
Please transfer this total to the Payment and Charge Form.

All charges must be paid in advance.
All prices are subject to applicable taxes.

Exhibiting Company: _____ **Booth Number:** _____

General Exposition Services
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Liabilities and Responsibility

Saltwater Fishing Expo

Garden State Exhibit Center - Somerset, NJ
March 20-22, 2015

Damage: The exhibitors are responsible for any damage to building floors or equipment caused by their participation.
Objectionable Exhibits: Management retains the right to discontinue any exhibit, which in the opinion of management is objectionable.
Loss-Insurance: General Exposition Services will not be responsible for any loss or damage of any kind. It is suggested that exhibitors contact their insurance brokers to determine the possibility of obtaining a rider to cover their shipments from the time they leave home premises until deliveries reach final destination.

Limitations of General Exposition Services Liability and Responsibility

- General Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- General Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- General Exposition Services shall not be responsible for loss, theft, and disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to General Exposition Services by exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- General Exposition Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to causes beyond its control.
- General Exposition Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event General Exposition Services's maximum liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item and $1,000 per shipment.
- General Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- The consignment or delivery of a shipment to General Exposition Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the Bulletin.

We hereby authorize General Exposition Services to handle our shipment(s) in accordance with the information set forth in the "Shipping Information" section of this form, and we further agree to the following:

- We agree to the "Limitations of General Exposition Services Liability and Responsibility.
- We accept the responsibility for the payment of General Exposition Services charges in connection with the handling of our shipments as set fourth and we guarantee payment to General Exposition Services in the event that any third party who acts in our behalf shall fail to pay such charges within 60 days after the close of the Show.
- We agree General Exposition Services' liability shall be limited to any loss or damage which results solely from General Exposition Services' negligence in the actual physical handling of the items comprising our shipment(s), and not for any other types of loss or damage.
- With particular reference to Liability & Responsibility, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from General Exposition Service's warehouse), that General Exposition Services will provide its service as our agent, and not as bailee or shipper. If any employee of General Exposition Services shall sign a delivery receipt, bill of lading, or other documents, we agree that General Exposition will do so as our agent, and we accept the responsibility thereof
    - Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that General Exposition Services shall not be responsible for any loss or damage during such period, and we authorize General Exposition Services to adjust the quantities of items on any bill of lading left by us with General Exposition Services to conform to the actual count of such items in the booth at the time of pick-up.
- We agree, in the event of a dispute with General Exposition Services relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to General Exposition Services for drayage or any other services provided by General Exposition Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay General Exposition Services within 30 days from the close of the Show for all such charges, and we further agree that any claim we may have against General Exposition Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

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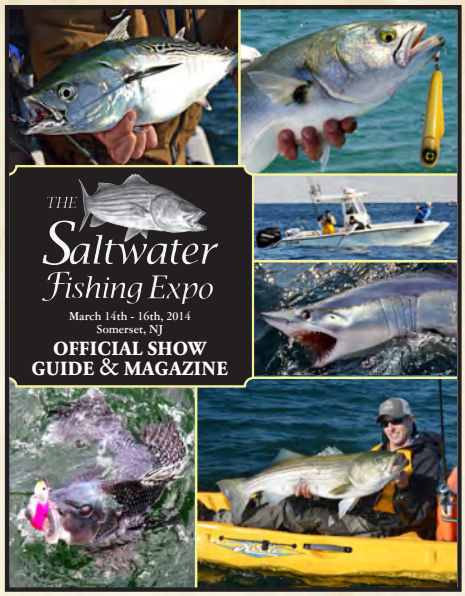

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